

**CCLD 304** Reflect on and develop practice**Introduction****What is this unit about?**

This unit is about the competence you need to reflect on your practice. Reflecting on practice is a tool for self-evaluation and will enable you to develop and learn from assessing your own practice. The unit also includes taking part in continuous professional development and how this has been used to develop your practice.

**Who is this unit for?**

This unit is for people who work with children and young people in a range of settings and services and who have supervisory responsibilities or who work unsupervised.

**Principles and values**

You must work within the principles and values of the sector in order to achieve this unit.

**Content of unit**

The elements are:

1. Reflect on practice
2. Take part in continuing professional development

**Place in the NVQ/SVQ framework**

This is a mandatory unit in the level 3 Children's Care, Learning and Development NVQ/SVQ. It also occurs as a mandatory unit in level 3 Playwork NVQ/SVQ PW10.

**Links to Key and Core Skills**

This unit may provide evidence for the following:

Key Skills	Core Skills
Communication: 1.1, 2.2, 2.3	Communication: Intermediate 2
Improving Own Learning and Performance: 4.1, 4.2, 4.3	Working with Others: Intermediate 2
Working with Others: 3.2, 3.3	Problem Solving: Intermediate 2
Problem Solving: 3.1, 3.2, 3.3	

**What we mean by some of the words used in this unit**

<b>Best practice benchmarks</b>	Widely agreed as providing the most advanced, up-to-date thinking and practice against which you can measure what you are doing: not minimum standards. Benchmarks can be statutory/regulatory or based on other requirements or research
<b>Continuing professional development</b>	On-going training and professional updating

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<b>Processes, practices and outcomes</b>	How you do things, what you do and what you achieve
<b>Reflective practice</b>	The process of thinking about and critically analysing your actions with the goal of changing and improving occupational practice

<b>The National Standard</b>	
<b>Element CCLD 304.1</b>	<b><u>Reflect on practice</u></b>
<b>Performance criteria</b>	
This is the national standard which you must meet:	
<ol style="list-style-type: none"> <li>1. Monitor processes, practices and outcomes from your own work</li> <li>2. Evaluate your own performance (achievements, strengths and weaknesses) using best practice benchmarks</li> <li>3. Reflect on your interactions with others</li> <li>4. Share your reflections with others and use their feedback to improve your own evaluation</li> <li>5. Use reflection to solve problems</li> <li>6. Use reflection to improve practice</li> </ol>	

<b>The National Standard</b>	
<b>Element CCLD 304.2</b>	<b><u>Take part in continuing professional development</u></b>
<b>Performance criteria</b>	
This is the national standard which you must meet:	
<ol style="list-style-type: none"> <li>1. Identify areas in your knowledge, understanding and skills where you could develop further</li> <li>2. Develop and negotiate a plan to develop your knowledge, skills and understanding further</li> <li>3. Seek out and access opportunities for continuing professional development as part of this plan</li> <li>4. Use continuing professional development to improve your practice</li> </ol>	

**What you must know and understand**

**To be competent in this unit, you must know and understand the following:**

<b>K3P222</b>	Why reflection on practice and evaluation of personal effectiveness is important
<b>K3D223</b>	How learning through reflection can increase professional knowledge and skills

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<b>K3D224</b>	How reflection can enhance and use personal experience to increase confidence and self-esteem
<b>K3D225</b>	Techniques of reflective analysis: <ul style="list-style-type: none"> <li>· Questioning what, why and how</li> <li>· Seeking alternatives</li> <li>· Keeping an open mind</li> <li>· Viewing from different perspectives</li> <li>· Thinking about consequences</li> <li>· Testing ideas through comparing and contrasting</li> <li>· Asking 'what if?'</li> <li>· Synthesising ideas</li> <li>· Seeking, identifying, and resolving problems</li> </ul>
<b>K3P226</b>	Reflection as a tool for contrasting what we say we do and what we actually do
<b>K3D227</b>	How to use reflection to challenge existing practice
<b>K3P228</b>	The difficulties that may occur as a result of examining beliefs, values, and feelings
<b>K3P229</b>	How to assess further areas for development in your skills and knowledge through reflection, feedback and using resources such as the internet, libraries, journals
<b>K3P230</b>	How to develop a personal development plan with objectives that are specific, measurable, achievable, realistic and with timescales
<b>K3P231</b>	The availability and range of training and development opportunities in the local area and how to access these
<b>K3M232</b>	The importance of integrating new information and/or learning in order to meet current best practice, quality schemes or regulatory requirements