

Learning and work place

[Education](#), [Learning](#)



1. 1. 1 Describe the duties and responsibilities of own role My responsibility to contribute to a safe environment means more than simply being aware of these potential hazards. I must take steps to check and deal with any sources of risk. I have to make sure I use the systems and procedures correctly and reporting flaws or gaps in the systems, equipment or procedures in use Give an example from your work place: In my work place I make sure that there is safety of individuals using the facilities and a safe environment

1. 1. 2 Identify standards that influence the way the role is carried out The standard that influence the way the role is carried out is improving skill and knowledge. In order for me to achieve this I will need to meet relevant standards of practice and work in lawful safe and effective way. Give an example from your work place: To improve my knowledge and skills I am taking these courses at my work place.

1. 1. 3 Describe ways to ensure that personal attitudes or beliefs do not obstruct the quality of work I follow the codes of practice, regulations, minimum standards and national occupational standards to ensure that my personal attitudes and beliefs so not obstruct my quality of work. Give an example from your work place: In my work place I keep my beliefs and personal attitudes to myself as part of policies and procedures. Standards may include: * Codes of practice * Regulations * Minimum standards * National occupational standards

2) Be able to reflect on own work activities Assessment Criteria The learner can:

2. 1 Explain why reflecting on work activities is an important way to develop knowledge, skills and practice Reflecting on work activities is an important way to develop knowledge, skills and practice by evaluating the activity and helps you to fill gaps I have I identified. Give an example from your work

place: In my work place it helps me identify areas of improvement. 2. 2. 2 Assess how well own knowledge, skills and understanding meet standards Own knowledge, skills and understanding help me meet standards when I am communication and doing various jobs. They allow me have to better understanding and get my skills to meet the standards for the care and comfort of the service users. Give an example from your work place: When I was on duty and I saw a resident looking sad. I communicated with them to make sure she was alright. 2. 2. 3 Demonstrate the ability to reflect on work activities 2 © OCR 2010 I reflect on work activities and evaluate the activity to try and make improvements, see what I have done well. Give an example from your work place: After an activity I reflect on what I have done to see if improvements could be made in the future. 3) Be able to agree a personal development plan Assessment Criteria The learner can: 3. 3. 1 Identify sources of support for own learning and development Some sources of support for own learning and development could be help from the internet, colleagues, senior staff etc. Give an example from your work place: When I was not sure of what I was meant to do I seek advice from senior management staff. 3. 3. 2 Describe the process for agreeing a personal development plan and who should be involved The people that should be involved in a personal development