

Unit 13: Managing Professional Development

Learning hours: 60

NQF level 4: BTEC Higher National – H2

Description of unit

This unit is designed to enable learners to assess and develop a range of professional and personal skills in order to promote future personal and career development. The unit also aims to develop learners' abilities to organise, manage and practise a range of approaches to improve their performance as self-organised learners, in preparation for work or further career development.

The unit emphasis is on the needs of the individual but within the context of how the development of self-management corresponds with effective team management in meeting objectives.

Summary of learning outcomes

To achieve this unit a learner must:

- 1 Undertake responsibility for own **personal and career development**
- 2 **Evaluate progress** and achievement of personal development and learning targets
- 3 Develop a range of **interpersonal and transferable business skills**
- 4 Demonstrate **self-managed learning** in a professional context.