

FL 311

**Reflect on and update own
knowledge and 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 you if you have supervisory responsibilities or work unsupervised in Family Learning settings

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 and evaluate the effectiveness of your own practice
2. Identify and make use of opportunities to develop and update practice and learn from the experience of others
3. Incorporate new knowledge, the experience of others and current thinking into own practice

Place in the NVQ/SVQ Framework

This is a mandatory unit at Level 3

This unit will provide some evidence for the following QCA Key Skills

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Links to Key and Core Skills:

Key skills	Core skills
Communication 1. 2, 2.2, 3.2	Communication Higher
Improving own learning & performance 1.1, 1.2, 1.3 2.1, 2.2, 2.3 3.1, 3.2, 3.3 4.1, 4.2, 4.3	

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What do we mean by some of the words used in this unit	
Best practice benchmarks	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.
Continuing professional development	Ongoing training and professional updating
Processes, practices and outcomes	How you do things, what you do and what you achieve
Reflective practice	The process of thinking about and critically analysing your actions with the goal of changing and improving occupational practice.
Colleagues	Colleagues both internal and external to your organisation whose experience and knowledge can help you to improve your practice

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The National Standard

**Element FL 311.1 Reflect on and evaluate the effectiveness
of your own practice**

Performance criteria

To meet the national standard you must:-

- 1 Monitor processes, practices and outcomes from your own work
- 2 Evaluate the effectiveness of your performance (achievements, strengths and weaknesses) against performance indicators or best practice benchmarks
- 3 Reflect on your interactions with families, colleagues and external agencies
- 4 Share your reflections with others and use their feedback to improve your own evaluation.

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The National Standard

**Element FL_311.2 Identify and make use of opportunities
to develop and update practice and
learn from the experience of others**

Performance criteria

To meet the national standard you must:-

- 1 Identify areas in your knowledge, understanding and skills where you could develop further
- 2 Develop and negotiate a plan to develop your knowledge, skills and understanding further
- 3 Seek out and access opportunities for continuing professional development as part of this plan
- 4 Consult others to learn from their experiences.

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The National Standard

Element FL 311.3 Incorporate new knowledge, the experience of others and current thinking into own practice

Performance criteria

To meet the national standard you must:-

- 1 Seek out and access new knowledge, current thinking and information about your area of practice
- 2 Set objectives for change and improvement to your practice that are measurable and achievable.
- 3 Incorporate changes into planning and implementation within your area of responsibility
- 4 Use feedback from others and self-evaluation to identify and measure how your practice has changed and improved.

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What you must know and understand

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

KU3E41	Why reflection on practice and evaluation of personal effectiveness is important
KU3E42	How learning through reflection can increase professional, knowledge and skills
KU3E43	Sources of information about current thinking and best practice in your area of responsibility and the validity of new information for your practice.
KU3E44	How reflection can enhance and use personal experience to increase confidence and self esteem
KU3E45	Techniques of reflective analysis:- <ul style="list-style-type: none">• questioning what, why and how• seeking alternatives• keeping an open mind• viewing from different perspectives• thinking about consequences• testing ideas through comparing and contrasting• asking 'what if....?'• synthesising ideas• seeking, identifying, and resolving problems
KU3E46	Reflection as a tool for contrasting what we say we do and what we actually do.
KU3E47	How to use reflection to challenge existing practice
KU3E48	The difficulties that may occur as a result of examining beliefs, values, and feelings

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KU3E49	How to assess further areas for development in your skills and knowledge through reflection, feedback and using resources such as the internet, libraries, journals
KU3E50	How to develop a personal development plan with objectives that are specific, measurable, achievable, realistic and with timescales
KU3E51	The availability and range of training and development opportunities in the local area and how to access these
KU3E52	The importance of integrating new information and/or learning in order to meet current best practice requirements.
KU3E53	Techniques for evaluating your effectiveness and receiving feedback from others.