

## Unit Title

**LA20 Evaluate and develop own practice**

## Summary

This Unit is for you if your role involves reflecting on own practice, reviewing own practice against goals, setting and prioritising goals and targets for self-development and adapting practice in the light of changes in professional practices.

The Unit requires you to:

- Evaluate own practice
- Identify self-development needs

There are 2 elements:

No	Title
LA20.1	Evaluate own practice
LA20.2	Identify self-development needs

This Unit has been imported from the National Occupational Standards for Personnel, G3. It has been tailored in the format agreed for the NOS for Legal Advice.



**Element****LA20.1 Evaluate own practice****Performance Criteria**

To meet the standard, you must be able to:

- 1 Evaluate own practice against set targets and goals
- 2 Use a range of valid and reliable evidence to assess own work, which includes an assessment of the effects of your own behavior and values on others
- 3 Involve others in the interpretation of evidence
- 4 Use evidence to reflect on own practice and professional issues
- 5 Accept criticism in a positive manner and assess its validity and importance
- 6 Revise goals and targets in the light of reviewing evidence of performance

**The skills you will need to enable you to deliver the service effectively are**

- planning
- evaluating
- prioritising
- involving others
- reviewing
- receiving feedback in a positive manner

## Knowledge and Understanding

To meet the standard, you must know:

- a) Organisational policy in relation to professional practice and its implications for own development
- b) Appropriate people to support the interpretation of evidence of own performance
- c) Methods of self-assessment
- d) How to interpret evidence of own performance
- e) Methods of reviewing and interpreting developments in professional practice
- f) Factors that impact on the ability to identify own development needs
- g) Methods of evaluating suggested changes in the context of one's own current work

**Element****LA20.2 Identify self-development needs****Performance Criteria**

To meet the standard, you must be able to:

- 1 Set and prioritise clear and realistic goals and targets for own development
- 2 Base goals and targets on the accurate assessment of all relevant information in relation to own work and achievement, including developments in professional practice and related areas
- 3 Devise a personal action plan and review it regularly
- 4 Try out developments in own practice in a way that does not cause problems for others
- 5 Evaluate developments in own practice and ensure continued self-development

**The skills you will need to enable you to deliver the service effectively are**

- planning
- evaluating
- prioritising
- involving others
- reviewing
- receiving feedback in a positive manner

## **Knowledge and Understanding**

To meet the standard, you must know:

- a) Ways of identifying job and organisational needs
- b) Methods of personal action planning
- c) How to apply external trends and developments into own performance