Two people sitting on a couch

Description automatically generated with low confidence**Level 3** **Community Health and Wellbeing Worker**

**Month 1 – Personal and Professional Development**

**L3 Community Health and Wellbeing Worker**

**Month 1 - Personal & Professional Development**

**Knowledge, Skills, and Behaviours (KSB):**

By completing this post session task, you will be completing work towards the following KSBs:

K40: The importance of keeping up to date with developments in population health and community health and wellbeing (continuing professional development).

K41: The importance of training in policies and protocols that ensure safety of self and service users when work is often unsupervised or in remote locations.

K42: The importance of appraisal, training, and ongoing review including ways to give and receive feedback.

S42: Keep a record of training and development opportunities that have been accessed and how these how informed their practice.

S43: Maintain high standards of professional and personal conduct, including duty of care for the safety and welfare of self and others.

S44: Engage with performance appraisal and reflective practice in line with organisational procedures and management processes.

B5: Takes responsibility for own actions.

**Task 1: Skills and Behaviours**

1. Collect the SWOT analysis you completed as part of your Learning Foundation session and update with any new examples.
2. Complete a Personal Development Plan (PDP) using the template and use your SWOT analysis to set goals and identify how you will achieve them.
3. Start a CPD log to record progress on your own development and add any recent training or research you have completed and document how these have informed your practice.

You will continue to update your SWOT analysis, PDP and CPD log throughout the duration of your apprenticeship.

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**Task 2: Knowledge**

Make notes and prepare for a discussion with your Development Coach on the following:

* The importance of keeping up to date with developments in population health and wellbeing (how do you complete this, how does this improve your practice).
* Describe own settings policies and protocols relevant to yours and service users’ safety. Explain the training you have had and why this was important.
* Explain the importance of appraisals, training, and ongoing reviews. Explain your appraisal process.
* Examples of feedback and training you have received which have led to development in your practice.
* Describe reflective practice and its importance in own role.

You will complete a discussion with your Development Coach using a ‘show and tell’ approach where you show your completed documents and use your notes to evidence your knowledge and understanding of this topic through a recorded verbal discussion.

**Alternative assessment methods:**

If you prefer you can evidence the knowledge aspects of your tasks through one of the alternative assessment methods below:

* Written evidence such as a short essay, report, factsheet, or booklet.
* Video recording of yourself presenting the information.

**Stretch and challenge yourself:**

* Review legislation, policies, standards, and codes of conduct that apply to own role and your settings policies and procedures and add to your PDP any areas you feel you could personally develop on.

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**Further Reading:**

* <https://cpduk.co.uk/explained>
* <https://www.skillsyouneed.com/ps/reflective-practice.html>
* <https://cpdonline.co.uk/knowledge-base/business/what-are-personal-development-plans/>
* <https://www.toolshero.com/management/kolb-reflective-cycle/>
* <https://www.mindtools.com/ano9qiu/gibbs-reflective-cycle>

**Functional Skills:**

Please complete the assessments provided for you, which include:

* English and maths diagnostic assessments using [BKSB](https://impactfutures.bksblive2.co.uk/bksblive2/Login.aspx?ReturnUrl=%2fbksblive2%2fstaff%2ftutorstudentcourseview.aspx%3fID%3d68045134%26CourseID%3dFS_ENG_NEW&ID=68045134&CourseID=FS_ENG_NEW)
* Cognassist - <https://demomy.cognassist.com/Account/Login>
* Skills scan assessment

You will review these with your Development Coach.

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**English:**

* + Addition of English learning and development to be added to SWOT analysis, CPD and PDP.
  + Respond effectively to detailed or extended questions and feedback – through completion of a professional discussion.
  + Communicate information, ideas, and opinions clearly and effectively, providing further detail and development if required – through completion of a professional discussion.
  + Use language that is effective, accurate and appropriate to context and situation – through completion of a professional discussion.
  + Understand organisational features and use them to locate relevant information in a range of straightforward and complex sources – through research, reading and note taking.

Diagram

Description automatically generated with medium confidence**Maths:**

* + Addition of maths learning and development to be added to SWOT analysis, CPD and PDP.
  + Calculations, fractions, decimals, percentages – through setting of timely goals and planning time effectively.

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**Digital:**

* + Addition of digital learning and development to be added to SWOT analysis, CPD and PDP.
  + Use of technology to complete SWOT analysis.

**Off the job training:**

2 hours Teaching Masterclass

1 hour 121 Coaching Session

2 hours DC Guided and Self-Directed Research and Study

15 hours Employer Led Activities

4 hours Extended Learning

**Link to EPA Multiple-choice test:**

|  |  |
| --- | --- |
| **KSBs** | **Pass** |
| K40 K41 K42 | **In order to achieve a pass, apprentices must:**  Score 24 marks or above out of the 30 marks available. |

**Link to EPA Professional discussion:**

|  |  |  |
| --- | --- | --- |
| **Theme KSBs** | **Pass**  Apprentices must demonstrate all of the pass descriptors. | **Distinction**  Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors. |
| S42 S43 S44  B5 | Describes how they take part in appraisal, ongoing review and continuing professional development, and how this has influenced their practice (S42, S44).  Explains how they take responsibility for identifying and mitigating risks to themselves and others in the course of their work (S43, B5). | N/A |