

Unit 206: Understand own role in self-development

Sample scheme of work

This sample scheme of work covers classroom-based learning for Unit 206. It is based on 10 hours covering 3 sessions. It is an example only of a possible scheme of work and is based on theory and practical within a Further Education centre but can be amended to suit all learning facilities with the necessary adjustments to meet individual learners' needs.

Unit 206 is designed as a stand-alone unit and should be used in conjunction with the standards set for the qualification to ensure full coverage of the learning requirements. However, there are elements of coverage within all the other units within the qualification.

You can use the sample scheme of work as it is, adjust it or extract content to create a scheme of work to suit your delivery needs. It can also be adjusted by adding theory and practical workshops to support learners who have/need additional learning time.

Reference is made within the scheme of work to **worksheets, handouts and PowerPoint presentations** (in **black bold**) that are available on SmartScreen.co.uk for tutors to use with learners. Any other resources listed are not provided on SmartScreen but provide guidance for the tutor as to others they may produce. Delivery timings

are given; however, these can be amended to suit the group. The content of presentations, discussions, explanations etc are left to the professionalism of the course tutor.

Also provided on SmartScreen.co.uk is revision guidance that may be used to prepare learners for the synoptic assessment for the whole qualification.

Centres should also incorporate the following themes, where appropriate, as strands running through each of the sections within the qualification. Although they are not specifically referred to in the section content section, City & Guilds regards these as essential in the teaching of the qualification:

- Health and Safety considerations, in particular the need to impress upon learners the fact that they must preserve the health and safety of others as well as themselves
- Core skills (mathematics, reading, writing, speaking and listening)
- Extension tasks and differentiation, inclusion, entitlement and equality issues
- Spiritual, moral, social and cultural issues
- Environmental education
- Use of information learning technology (ILT).

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Sample scheme of work

Course/qualification: _____ Tutor's name: _____

Number of sessions: 3 Delivery hours: 10 Venue: _____ Group: _____

Aims	To enable learners to:
<ul style="list-style-type: none">For learners to understand how to manage their own personal and professional development opportunities.For learners to understand how to develop their own professional skills and knowledge, taking account of their professional strengths and areas for development. They will be given time to follow a development plan in to order to review how they have improved their practice and be more effective in their hospitality roles.	<ul style="list-style-type: none">develop own professional skills and knowledgereview professional knowledge and skills development.

Session	Objectives/learning outcomes The learner will:	Activities and resources	Assessment
1 4 hours	Learning outcome 1: Know how to develop own professional skills and knowledge 1.1 Describe own professional strengths	Activities: <ul style="list-style-type: none">As a starter activity, ask learners to think about who their role models are and why and to consider how that person has got to where they are. Individuals should present and discuss as a class.	Tutor observation Question and answer Group activity

Session	Objectives/learning outcomes The learner will:	Activities and resources	Assessment
	<p>1.2 Describe areas for professional development</p> <p>1.3 State sources of information on development opportunities</p>	<ul style="list-style-type: none"> Outline the focus of the lesson. Encourage Q&A and discussion. Activity: Ask the group to discuss what they think continuing professional development is and to come up with a definition. Encourage small group discussion of why professional development is important in the hospitality industry and display notes on a whiteboard to explain to the rest of the class. Deliver PowerPoint Presentation 1: Know how to develop own professional skills and knowledge – part 1 Activity 1: Behavioural skills (with Tutor cards to define first). Group discussion: Describe what personal qualities are. Individual or pair activity: Learners to discuss with peers, telling the other what strengths they have. Activity 2: Improving job role. Activity 3: Supporting development opportunities. Task learners in pairs to produce a one-page handout/information sheet that can be given to new employees in the kitchen with regards to personal development and why it is important. Activity 4: 1-minute paper: Learners to summarise the key points about the sources of information on development opportunities covered in the lesson. Group question and answer session: Individual learner's oral questions specific to the topic. Independent learning: Activity 5: Case study Learners to complete Worksheet 1: Personal qualities for homework. <p>Resources:</p> <ul style="list-style-type: none"> PowerPoint Presentation 1 	<p>Individual learner activity</p> <p>Activity 1</p> <p>Activity 2</p> <p>Activity 3</p> <p>Activity 4</p> <p>Activity 5</p> <p>Worksheet 1</p>

Session	Objectives/learning outcomes The learner will:	Activities and resources	Assessment
		<ul style="list-style-type: none"> • Activity 1 • Activity 2 • Activity 3 • Activity 4 • Activity 5 • Worksheet 1 	
2 3 hours	<p>Learning outcome 1: Know how to develop own professional skills and knowledge</p> <p>1.4 Outline methods available to develop own professional skills and knowledge.</p> <p>1.5 Describe methods of reviewing personal knowledge and skills development plan</p>	<p>Activities:</p> <ul style="list-style-type: none"> • Recap previous session: Task learners to list on a whiteboard the definition of professional development and the definition of knowledge, skills and behaviour and qualities. • Having set a preparation task in the previous session, select individual learners to present their cases studies and their findings to the rest of the group. Encourage Q&A session after each presentation. • Outline the focus of the lesson. Encourage Q&A and discussion. • Split the class into smaller groups. Ask them to research using the internet methods available to develop own professional skills and knowledge and to be prepared to present back to the rest of the class. • Select individual groups to present their thoughts to the rest of the group. Encourage Q&A session after each presentation. • Deliver PowerPoint Presentation 2: Know how to develop own professional skills and knowledge – part 2 • Activity 6: Positive and Constructive Feedback. • Activity 7: Interviews/feedback scenario. • Activity 4: 1-minute paper: Learners to summarise the methods available to develop own professional skills and knowledge covered in the lesson. Encourage peer-to-peer 	<p>Tutor observation</p> <p>Question and answer</p> <p>Group activity</p> <p>Individual learner activity</p> <p>Activity 6</p> <p>Activity 7</p> <p>Activity 4</p> <p>Worksheet 2</p>

Session	Objectives/learning outcomes The learner will:	Activities and resources	Assessment
		<p>reflection and feedback on the exercise. Direct the discussion, and identify any points not picked up by the learners</p> <ul style="list-style-type: none"> • Group question and answer session: Ask individual learners oral questions specific to the topic. • Provide Worksheet 2: Professional development, to be completed independently and handed in at the next session. <p>Resources:</p> <ul style="list-style-type: none"> • PowerPoint Presentation 2 • Worksheet 2 • Activity 6 • Activity 7 • Activity 4 	
<p>3</p> <p>3 hours</p>	<p>Learning outcome 2: Be able to review professional knowledge and skills development</p> <p>2.1 Describe how own development contributes to improved practice</p> <p>2.2 Identify areas for own development</p> <p>2.3 Confirm development of skills and knowledge</p> <p>2.4 Review personal development plan</p>	<p>Activities:</p> <ul style="list-style-type: none"> • Recap previous session: Task learners to list on a whiteboard the methods available to develop own professional skills and knowledge. • Review preparation task from the previous session, Worksheet 2. Individual learners to present their paper for peer review/marking. Any areas of concern should be addressed to the tutor for review. • Outline the focus of the lesson. Encourage Q&A and discussion. • Learners to complete Worksheet 3: Skills and behaviour Exercise. • Deliver PowerPoint Presentation 3: Review professional knowledge and skills development • Activity 8: Completing a professional development plan. • Learners to complete Worksheet 4: Personal development plan. 	<p>Tutor observation</p> <p>Question and answer</p> <p>Group activity</p> <p>Individual learner activity</p> <p>Worksheet 3</p> <p>Activity 8</p> <p>Worksheet 4</p>

Session	Objectives/learning outcomes The learner will:	Activities and resources	Assessment
		<ul style="list-style-type: none">• Activity 4: 1-minute paper: Learners to summarise the key elements of a professional development plan covered in the lesson.• Group question and answer session: Ask individual learners oral questions specific to the topic. <p>Resources:</p> <ul style="list-style-type: none">• PowerPoint Presentation 3• Activity 8• Worksheet 3• Worksheet 4• Activity 8	Activity 4