

Write in your evidence of knowledge learnt about all In-Service Training. Continue in more detail on subjects requiring more knowledge, which will be highlighted below. You may use other sources of information ie: photocopy, books, pictures to add to your evidence. Your review date for this Unit must be diaried midway between commencement and completion.		Performance Criteria	
L. INDIVIDUAL AND TEAM TRAINING AND DEVELOPMENT ASSESSMENT	HAVE COPIES OF COMPLETED FORMS / REPORTS IN YOUR PORTFOLIO		
1.1	APPRAISALS AND SUPERVISION <ul style="list-style-type: none"> • Supervision Meetings/Forms • Long Appraisal • Short Appraisal • Joint Appraisal • Upward Appraisal • Leaving Appraisal <ul style="list-style-type: none"> • Review Form • Staff Improvement Advice • Disciplinary Forms • Management Meetings • Staff Meetings 		
1.2	ASSIGNMENT <p>Discuss the value of Performance Reviews. Is it necessary to have them? Suggest forms of Performance Review other than Appraisals/Supervision</p>		
M. SELF DEVELOPMENT	Personal Profile - write CV NVQs (your own) Certificates (your own) In-Service Training Programme Any other development activity undertaken. <ul style="list-style-type: none"> • On the Job Training • Courses / Workshops / Seminars • Qualifications • Projects / Assignments • Any Advice given • Any Written Evidence that shows • Your Evidence of Development • Action Plans • Evaluation of Training 		
1.1			
1.2	ASSIGNMENT <p>What is the difference between Training and Development and Training and NVQ's? How has the Training developed you in your role? Where do you think this w Show evidence how training has improved care. Discuss the benefits of training throughout the organisation including individuals - teams.</p>		
In the right hand column	A = GRADING OF WORK AND EFFORT A - B - C - D B = COMPETENCE LEVEL 1 - 2 - 3	see over	for details

Name

Date Commenced

Review Date

Date Completed

KEY TRAINER SUPPORT TRAINER



TRAINING AND DEVELOPMENT/ WORK PLANNING

UNIT 15



N. WORK ACTIVITY PLANNING / TACTICS/ ACHIEVEMENT	Healthcare staff worksheet Work Routines Planning Client's care Drs Meetings O.P. Appointment Management Meetings Staff Meetings Handover Reports	Diary Involvement in Care Planning Witness Testimony Menu Bath File Chiropody Appointments Dental Appointments			
1.1					
1.2	<p>ASSIGNMENT</p> <p>Write a list of factors which sometimes may prevent your team achieving it's objectives, and explain how much you endeavour to overcome them. You could use examples such as:</p> <ul style="list-style-type: none"> • Changing Priorities • Lack of Resources - Time- Staff- Money • Legal Restraints • Organisational Restraints • Difficult Customers • Problems with Suppliers • Professional Disagreements • Resident Non-Compliance 				
P. WORK ORGANISATION AND EVALUATION	ASSIGNMENT				
1.1	Evidence provided in this unit and previous units should be sufficient to cover this element. • Copies of completed Work Routines • Minutes of Meetings • Witness Testimony Where deficient use key forms to meet standards.				
1.2	Show how you can influence Work Practices, Negotiating Senior and Junior staff. How would you gauge its effectiveness?				
Q. WORK PERFORMANCE FEEDBACK - INDIVIDUAL AND TEAM	Evidence previously supplied in this and previous units should be sufficient to cover this topic.				
1.1					
1,2	<p>ASSIGNMENT</p> <p>Detail all relevant forms and procedures and discuss their relevance and value. State where you agree or disagree with their true value. Be objective.</p>				

UNIT 15 REVIEW

Date of Review

Strengths

Development Review

Special Achievements

Relationship with Peers

Punctuality

Sickness / Absences

Areas that Need Attention

Comments by Trainee

Comments by Trainer

(Passed) (Failed)

Certificate Y () N ()

Trainee Signed

Trainer Signed

Date

Manager Signed

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Salary Review Y () N ()