

**HSC33 Reflect on and develop your practice**

[From the Health & Social Care NOS. Formerly also known as DANOS AC1.]

For this unit you need to reflect on, evaluate and take action to enhance your own knowledge and practice.

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Name of applicant:

*I confirm that I am the line manager / supervisor for the above named.*

*I have assessed the applicant's competence in relation to each of the numbered items listed overleaf and have placed my initials against each numbered item to indicate my satisfaction that the applicant has demonstrated the competence to which it refers (see notes below).*

*My assessment of the applicant's competence in this unit is based on the following (see notes below):*

Name:

Signed:

Date:

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Notes

You should 'sign off' the applicant's competence in relation to each of the items listed below only where you have *clear evidence* that they have demonstrated the appropriate knowledge or skills in *real life* settings. Your assessment should be based on one or more of the following: observation of the applicant's practice, your supervision of the applicant, evidence provided by an appropriate third party (such as clients / colleagues / previous supervisor/line manager). Note - completion of a training course does NOT itself provide evidence of competence in a particular area.

In some cases the applicant will not have the opportunity within their existing position to demonstrate all of the required competences. Where this is the case arrangements will need to be made for their competence to be assessed in an alternative setting (such as on placement), or, where applicable, for it to be confirmed by a supervisor / line manager from a previous post.

## **Performance criteria**

To perform to the standard you must ensure that:

1. you analyse and reflect on what is required for competent, effective and safe practice, and provide active support for individuals and key people
2. you continually monitor, evaluate and reflect on:
  - your knowledge and skills
  - your attitudes and behaviour
  - any experiences and personal beliefs that might affect your work
  - how well you practice and what could be improved
  - the processes and outcomes from your work
3. you seek constructive feedback to enable you to develop your practice, from:
  - individuals
  - key people
  - others with whom you work or have contact within your work
  - your supervisors
4. you identify any actions you need to take to develop and enhance your practice
5. you identify the supervision and support systems available to you within and outside your organisation
6. you seek and use appropriate supervision and support to reflect on and identify ways to enhance your practice
7. you prioritise aspects of your practice that need to be enhanced
8. you take action, with supervision and support, to access development opportunities that will enhance your knowledge and practice
9. you review:
  - how well the development opportunities meet your practice needs
  - in what ways your practice has been improved by the development opportunities
10. you use supervision and support to continually assess the implications from any development opportunity on your continuing personal and professional development needs
11. you keep up-to-date records of your personal and professional development, within confidentiality agreements and according to legal and organisational requirements

## **Knowledge and Understanding**

To perform competently in this unit, you need to know and understand:

### Values

1. legal and organisational requirements on equality, diversity, discrimination and rights when working with individuals and others to improve your knowledge and practice
2. dilemmas and conflicts that you may face in your practice

### Legislation and organisational policy and procedures

1. codes of practice and conduct, and standards and guidance relevant to your own role and the roles, responsibilities, accountability and duties of others about personal and professional development
2. current local, UK and European legislation, and organisational requirements, procedures and practices for accessing training and undertaking personal and professional development activities

FDAP Drug & Alcohol Professional Certification  
Workplace Assessment

3. the purpose of, and arrangements for, your supervision and appraisal

Theory and practice

1. how and where to access information and support on knowledge and best practice relevant to your area of work, the individuals and key people with whom you work and the skills and knowledge you need to practice effectively
2. principles underpinning personal and professional development and reflective practice
3. how to work in partnership with individuals, key people and others to enable you to develop and enhance your knowledge and practice
4. development opportunities that can enhance your practice
5. lessons learned from inquiries into serious failure of health and social care practice, and from successful interventions
6. approaches to learning that will allow you to transfer your knowledge and skills to new and unfamiliar contexts