





Ref	Assessment Criteria	Evidence Ref	Location/Page in evidence
<b>Awareness of Self</b>			
K8.1	Explain how to be self-aware		
K8.2	Explain the terms unconscious bias and inclusivity		
K8.3	Describe and analyse different learning styles		
K8.4	Identify own learning style and how this affects personal development		
K8.5	Identify feedback mechanisms and how to use emotional intelligence		
S8.1	Reflect on own performance		
S8.2	Seek feedback on own performance		
S8.3	Understand cause and effect in relation to own action, and make timely changes by applying learning from feedback received		
<b>Management of Self</b>			
K9.1	Describe and evaluate time management techniques and tools		
K9.2	Explain how to prioritise activities		
K9.3	Describe effective approaches to planning		
S9.1	Create an effective personal development plan		
S9.2	Use time management techniques to manage workload and pressure		
<b>Decision Making</b>			
K10.1	Explain problem solving and decision-making techniques		
K10.2	Explain how to analyse data to support decision making		

Ref	Assessment Criteria	Evidence Ref	Location/Page in evidence
S10.1	Use effective problem-solving techniques to make decisions using information from the team and others		
S10.2	Escalate issues when required		
<b>Takes Responsibility</b>			
B11.1	Takes responsibility in all aspects of work		
B11.2	Demonstrates resilience, determination and accountability		
<b>Inclusive</b>			
B12.1	Be open, approachable and authentic		
B12.2	Build trust with others		
B12.3	Seek views of others		
<b>Agile</b>			
B13.1	Be flexible to the needs of the organisation		
B13.2	Demonstrate creativity, innovation and enterprise when seeking solutions to business needs		
B13.3	Demonstrate a positive and adaptable attitude		
B13.4	Respond well to feedback and need for change		
<b>Professionalism</b>			
B14.1	Lead by example		
B14.2	Be fair, consistent and impartial		
B14.3	Demonstrate openness and honesty		
B14.4	Operate within organisational values		