

		Unit ID: 851
Domain	OCCUPATIONAL SAFETY AND HEALTH	
Title:	Maintain continuous professional development plan	
Level: 5	Credits: 5	

Purpose:

This unit standard is intended for those who are required to maintain continuous professional development plan. People accredited with this unit standard are able to maintain continuous professional development.

This unit standard is intended for those who work as safety and health officers.

Special Notes

1. Entry information:

Prerequisite:

- *None*

2. Training of this unit standard must be conducted by a competent person as per legal requirements.
3. Training and assessment for this unit standard can be integrated with other relevant technical unit standards within the Occupational Safety Health domain.
4. To demonstrate competence, at a minimum, integrated authentic and fit-to-purpose assessment must be carried out as a series of structured and documented, evidence gathering processes throughout the learning period. The learner's performance must be assessed through the use of a range of methods and culminates in a final summative assessment. Method of assessment may include but are not limited to – written or oral tests, simulation, reflections on self- peer group- and co-assessment, written reports, and work plans.
5. Assessment evidence may be collected from a real workplace or a simulated workplace in which there is a high degree of realism that replicates an occupational safety and health setting.

6. Assessment of this unit standard must be carried out by a registered Assessment Practitioner with NTA.
7. Glossary of terms
 - *‘Continuous professional development plan refers* ongoing process of developing and enhancing skills, knowledge and competences through various learning activities.
8. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with statutory requirements and manufacturers’ and/or company’s guidelines and instructions.
9. Performance of all elements in this unit standard must comply with industry standards and workplace requirements.
10. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act 2007 (Act no. 11, 2007)
 - Government Notice No. 156 Labour Act, 1992: “Regulations Relating to the Health and Safety of Employees at Work”And any other applicable legislation amendments and/or promulgations.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority on www.namqa.org and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Maintain continuous professional development plan

Range

Continuous professional development activities may include but not limited to formal training, seminars, workshops, self-study, mentorship, peer learning, and industry networking.

Resources may include but not limited to time and budget.

Performance Criteria

- 1.1. Professional developmental needs are identified in line with career objectives and industry requirements.
- 1.2. Continuous professional development activities are identified.
- 1.3. Professional development plan are compiled, identifying learning methods and resources.
- 1.4. Professional development plan are communicated to management for approval.
- 1.5. Professional development plan is implemented and acquired skills and knowledge are applied in the workplace.
- 1.6. Continuous professional development records and learning developments achievements are maintained.
- 1.7. Continuous professional development objectives are reviewed and updated in accordance with career and industry requirements.

Registration Data

Subfield:	Preventive Health
Date first registered:	10 April 2012
Date this version registered:	10 April 2012
Anticipated review:	2015

Body responsible for review:	Namibia Training Authority
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