

Unit Title: Monitor own Work Practice in Health, Social Care or Children's and Young People's Settings

Level:	Three
Credit Value:	3
GLH:	20
OCNLR Unit Code:	PA1/3/LQ/062
Ofqual Unit Reference Number:	R/508/3937

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the importance of monitoring work practices.	1.1. Explain the statutory and professional standards and codes of practice as applied to own work practice. 1.2. Explain how deviations from agreed working procedures may impact on outcomes to be achieved. 1.3. Explain actions to take and the timescales for responding to cases of non-compliance or variance with quality standards. 1.4. Describe how to access advice and support for quality improvement.
2. Be able to prepare to carry out monitoring activities.	2.1. Identify and agree the purpose, method and requirements for monitoring work activities and outcomes. 2.2. Allocate monitoring activities at regular intervals consistent with legal, professional and organisational requirements. 2.3. Adjust the frequency of monitoring where necessary to ensure compliance with quality systems and whenever risks are identified. 2.4. Obtain the correct and complete data relevant to the monitoring activity.

<p>3. Be able to carry out monitoring activities.</p>	<p>3.1. Monitor work activities and outcomes against relevant quality indicators and standards.</p> <p>3.2. Access information in line with local policy.</p> <p>3.3. Report any non-compliance or variance in work activities and outcomes against relevant quality indicators.</p>
<p>4. Be able to respond to the outcomes of monitoring activities.</p>	<p>4.1. Review monitoring results to improve working practices and outcomes.</p> <p>4.2. Act on any recommendations to improve performance and quality outcomes.</p> <p>4.3. Review any changes to working practices as required in order to confirm and sustain improvements.</p> <p>4.4. Maintain clear, accurate and complete records of monitoring activities and outcomes in accordance with local policies and protocols.</p>

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary	O	Practice file	