

Practice in a professional and ethical manner

Overview

This standard is about practising professionally and ethically. It also about an individuals' Continuing Professional Development (CPD), reviewing and meeting their development needs, carrying out and evidencing personal development plans and evaluating the success of the plans

This standard is for people working in the occupational area of site inspection and can be used by technicians, supervisors and managers

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Performance criteria

You must be able to:

Operate within standards

- P1 make judgements and offer advice which balance the needs of the **stakeholder**, the resources available and the needs of the community and environment that are affected
- P2 accept responsibility for personal decisions
- P3 communicate in a style and manner which maintains professional independence
- P4 maintain confidentiality of information
- P5 define and agree the terms of reference and the expectations of the **stakeholders**
- P6 operate within agreed working practices and **systems** which conform to legal requirements and **ethical standards**

Undertake personal development in the occupational practice area

- P7 define the personal **aims and objectives** for undertaking **personal development**
- P8 identify **sources of support and guidance** for undertaking **personal development**
- P9 identify and select relevant **standards of competence** against which **personal development** can be measured
- P10 analyse the current personal level of performance against the identified **standards of competence** and record a profile of present competence and **personal development** needs
- P11 prepare a **development plan** for achieving identified development needs
- P12 undertake **development activities** aimed at achieving identified development needs, review and record progress and the effectiveness of the activities
- P13 measure the achievement of identified development needs and record evidence of competence gained against the identified **standards of competence**
- P14 **review** the currency of **personal development aims and objectives** and revise and update **aims and objectives** to suit circumstances

Knowledge and understanding

You need to know and understand:

Operate within standards

- K1 how and why to make judgements which balance the needs of the **stakeholder**, the resources available and the needs of the community and the environment that are affected (evaluation)
- K2 how and why to maintain confidentiality of information (application)
- K3 how to communicate in order to maintain professional independence (application)
- K4 how and why to offer advice which balances the needs of the **stakeholder**, the resources available and the needs of the community and environment that are affected (synthesis)
- K5 how and why to accept responsibility for personal decisions (evaluation)
- K6 how to operate within agreed working practices and **systems** which conform to legal requirements and **ethical standards**(application)
- K7 how and why to define the terms of reference and the expectations of **stakeholders** (evaluation)
- K8 how and why to agree the terms of reference and the expectations of **stakeholders** (evaluation)

Undertake personal development in the occupational practice area

- K9 how to revise and update **personal development aims and objectives** to suit circumstances (application)
- K10 how and why to **review** the currency of **personal development aims and objectives** (analysis)
- K11 how and why to define the personal **aims and objectives** for undertaking **personal development** (evaluation)
- K12 what to identify as **sources of support and guidance** for undertaking **personal development** (understanding)
- K13 how to contact **sources of support and guidance** for undertaking **personal development** (application)
- K14 what to identify as relevant **standards of competence** against which **personal development** can be measured (understanding)

- K15 how to record a profile of present competence and **personal**

development needs (application)

K16 how to measure the achievement of identified development needs and record evidence of competence gained against the identified **standards of competence** (application)

K17 how and why to analyse the current personal level of performance against the identified **standards of competence** (analysis)

K18 how and why to select relevant **standards of competence** against which **personal development** can be measured (evaluation)

K19 how and why to prepare a **development plan** (synthesis)

K20 how to record progress and the effectiveness of the **development activities** (application)

K21 how and why to review progress and the effectiveness of the **development activities** (analysis)

K22 how and why to undertake **development activities** (evaluation)

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Scope/range

Operate within standards

1 Systems:

- 1.1 insurance
- 1.2 guarantees
- 1.3 warranties
- 1.4 contract conditions
- 1.5 bonds

2 Ethical standards:

- 2.1 ethical codes of practice within the occupation or discipline
- 2.2 statute law
- 2.3 voluntary codes of practice
- 2.4 duty of care
- 2.5 conflicts of interest

3 Stakeholders:

- 3.1 clients
- 3.2 users
- 3.3 consultants
- 3.4 contractors
- 3.5 regulating authorities
- 3.6 manufacturers

Undertake personal development in the occupational practice area

4 Aims and objectives:

- 4.1 preparation for career development
- 4.2 intellectual challenge
- 4.3 need for updating
- 4.4 need to provide evidence of vocational competence
- 4.5 compliance with employer and professional requirements
- 4.6 awareness of development needs

5 Personal development:

- 5.1 maintenance of competence
- 5.2 development of new competence
- 5.3 commitment to vocational excellence

6 Sources of support and guidance:

- 6.1 national/industry bodies
- 6.2 professional institutions
- 6.3 education and training providers
- 6.4 in house
- 6.5 national occupational standards
- 6.6 current publications

7 Standards of competence:

- 7.1 job descriptions
- 7.2 professional institution requirements
- 7.3 industry national occupational standards

8 Development plan includes:

- 8.1 objectives
- 8.2 priorities
- 8.3 target dates
- 8.4 development activities

9 Development activities:

- 9.1 formal courses
- 9.2 research
- 9.3 work experience
- 9.4 personal study

10 Reviewing:

- 10.1 self or assessed
- 10.2 in conjunction with others
- 10.3 peer group

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