
Overview

This standard is about developing your own knowledge and skills and managing your time and other resources so that you can meet your objectives. In order to develop yourself to improve your performance, you need to assess your current performance, identify, plan and take action to meet your development needs. You also need to update your development plans in the light of your improved performance and changing circumstances. To manage your own time and resources to meet your objectives, you need to agree and prioritise your objectives, plan your time, delegate responsibilities to others, take decisions, and review and reschedule your activities as appropriate. To protect the interests of others you need to be fully aware of the legal and ethical standards that apply to archaeological practice and of your own responsibilities as a professional practitioner.

Performance criteria

You must be able to:

Develop yourself to improve your performance

- P1 Assess your performance and identify your development needs at appropriate intervals
- P2 Base your assessment on your current objectives and likely future requirements
- P3 Ensure that your assessment takes account of the skills you need to work effectively with others
- P4 Ensure that your plans for personal development are consistent with the needs you have identified and the resources available
- P5 Ensure that your plans for personal development contain specific, measurable, realistic and challenging objectives
- P6 Obtain support from relevant people to help you create learning opportunities
- P7 Undertake development activities which are consistent with your plans for personal development
- P8 Obtain feedback from relevant people and use it to enhance your performance in the future
- P9 Update your plans for personal development at appropriate intervals

Manage your own time and resources to meet your objectives

- P10 Ensure that your objectives are specific, measurable and achievable within organisational constraints
- P11 Prioritise your objectives in line with organisational objectives and policies
- P12 Plan your work activities so that they are consistent with your objectives and your personal resources
- P13 Ensure that your estimates of the time you need for activities are realistic and allow for unforeseen circumstances
- P14 Delegate work to others, if appropriate, in a way which makes the most efficient use of available time and resources
- P15 Take decisions as soon as you have sufficient information

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P16 Take prompt and efficient measures to obtain further information to take decisions as necessary

P17 Minimise unhelpful interruptions to, and digressions from, planned work

P18 Regularly review progress and reschedule activities to help achieve your planned objectives

Contribute to the protection of individual and community interests

P19 Identify and apply relevant technical and ethical standards to your work

P20 Comply with best practice and legal and ethical standards in the planning and conduct of archaeological activities

P21 Ensure that agreements and transactions for services conform to legal requirements, ethical standards and recognised good practice

P22 Ensure that the needs of parties collaborating in archaeological activities are balanced against the interests and preferences of the wider community

P23 Ensure that the interests and well being of yourself and others directly or indirectly affected by activities are properly protected

P24 Ensure that sources of information and opinion used to inform research and analysis are investigated critically

P25 Ensure that judgements and advice are sound and justifiable and based on current information and valid and reliable criteria

P26 Take clear and unequivocal responsibility for personal decisions

P27 Comply with legal requirements and ethical standards relating to intellectual property and in obtaining, using and passing on information of a sensitive personal or confidential commercial nature

P28 Conduct interactions in a manner which avoids conflicts of interest and maintains your own independence and maximises the goodwill and trust of others in yourself and those you represent

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Knowledge and understanding

You need to know and understand:

- K1 How to assess your own current level of competence
- K2 How to develop a personal action plan for learning and self-development with realistic but challenging objectives
- K3 How to identify the need for support, select an appropriate source and obtain required help
- K4 How to assess your personal progress and update your plans accordingly.
- K5 The importance of getting feedback from others on your performance and how to encourage, enable and use such feedback in a constructive manner
- K6 The principal skills required for effective management of your work
- K7 The types of interpersonal skills required for effective team work
- K8 The current and likely future requirements and standards within your job role and how they correspond to your level of competence
- K9 Appropriate people from whom to get feedback on your performance
- K10 The importance of continuing self-development to your competence
- K11 The types of support which may be available from your team members, colleagues, line managers and specialists
- K12 The types of development activities and their relative advantages and

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disadvantages to your own situation

- K13 How to delegate work to others and monitor progress.
- K14 How to assess how much information is required before an effective decision can be taken
- K15 How to collect and check the validity of the information required for decision-making
- K16 How to set objectives for yourself which are specific, measurable and achievable
- K17 How to plan activities so that they are consistent with known priorities and your own resources
- K18 How to estimate the amount of time required to carry out planned activities
- K19 How to identify and minimise unhelpful interruptions to planned work
- K20 The importance of regular reviews of activity and rescheduling of work to achieve planned objectives
- K21 The kind of contingencies which may occur and how to assess and plan for these
- K22 The importance of effective time management to your work
- K23 Relevant technical and ethical standards
- K24 What might constitute a conflict of interest in your work
- K25 What is intellectual property and the importance of respecting intellectual property rights
- K26 Why confidentiality and protection of information are important
- K27 The professional code(s) of conduct applicable to your work
- K28 What insurances requirements might be relevant to your work
- K29 If and how the Data Protection Act applies to your work
- K30 The importance of copyright rules

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Developed by

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