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| Unit Title: Appraise staff performance | | |
| URN: J/504/2219 |  |  |
| Credit Value: 5 |  |  |
| Level: 5 |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1 Understand policies, theories and models which underpin appraisal of performance.** | | | |
| 1.1 Explain policies and agreed ways of working for appraisals in the work setting. |  |  |  |
| 1.2 Research models of appraisal to explore their applicability in the work setting. |  |  |  |
| 1.3 Evaluate how appraisals are used to inform:   * Achievement of objectives * Overall performance * Future objectives. |  |  |  |
| 1.4 Explain how appraisals are used to develop practice. |  |  |  |
| 1.5 Differentiate between appraisals and disciplinary processes. |  |  |  |
| 1.6 Use research on the theories of power to explore the relationship between appraiser and appraisee. |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **2 Be able to support others to understand the purpose of appraisal.** | | | |
| 2.1 Support others to develop an understanding of the purpose of appraisals to include:  •mutual responsibilities  •the achievement of objectives  •refection on overall performance  •professional development  •how outcomes of the appraisal will be used  •future objectives. |  |  |  |
| **3 Be able to facilitate preparation for appraisals.** | | | |
| 3.1 Confirm with appraisee the objectives against which performance will be appraise. |  |  |  |
| 3.2 Identify with the appraisee the actions they need to take to prepare for their appraisal. |  |  |  |
| 3.3 Evaluate evidence gathered from a range of sources towards achievement of objectives. |  |  |  |
| 3.4 Prepare paperwork for appraisal in line with work setting requirements. |  |  |  |
| **4 Be able to support appraise to participate in appraisal meetings.** | | | |
| 4.1 Explain how power can be managed within the appraisal process to facilitate the participation of the appraise. |  |  |  |
| 4.2 Demonstrate how to prepare the environment for the appraisal meeting. |  |  |  |

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| 4.3 Support the appraisee to engage in an evaluation of their performance over the past year to include:   * areas of practice which have met or exceeded standards * areas for development. |  |  |  |
| 4.4 Provide feedback to appraisee on their performance over the past year to include:  •areas of practice which have met or exceeded standards  •areas for development. |  |  |  |
| 4.5 Identify with appraise work objectives for forthcoming year. |  |  |  |
| 4.6 Identify with appraisee professional development plan for forthcoming year. |  |  |  |
| 4.7 Record the appraisal in line with work setting requirements. |  |  |  |
| **5 Be able to evaluate own practice during the appraisal process.** | | | |
| 5.1 Evaluate with appraisee their experience of how the appraisal was conducted. |  |  |  |
| 5.2 Reflect on own practice in managing the appraisal process. |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: