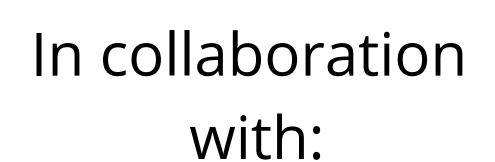


AND PERSONAL DEVELOPMENT









ABOUT THE COURSE

This e-learning course covers the subject area of self awareness. This subject area covers many aspects of personal professional development, and supports many courses relating to careers with development opportunities. This e-learning course can be used to effectively support:

- several of the new apprenticeship standards
- many regulated and non-regulated qualifications
- a staff induction programme

What does it cover?

This e-learning course covers the following topics:

- what is self awareness and personal development?
- reflection
- the importance of reflection
- strengths, weaknesses, opportunities and threats (SWOT)
- confidence
- personal development
- stages of skill development
- aspirations
- energy
- SMART goals
- mission and vision statements
- attitude
- embracing change

What new apprenticeship standards does this e-learning course support?

This e-learning course covers the following topics:

- Level 2 Adult Care Worker
- Level 2 Commis Chef
- Level 2 Customer Service Practitioner
- Level 2 Healthcare Support Worker
- Level 2 Hospitality Team Member



- Level 2 Retailer
- Level 2 Supply Chain Operator
- Level 2 Supply Chain Warehouse Operative
- Level 3 Hospitality Supervisor
- Level 3 Lead Adult Care Worker
- Level 3 Retail Team Leader
- Level 3 Senior Healthcare Support Worker
- Level 3 Team Leader/Supervisor
- Level 4 Retail Manager
- Level 5 Healthcare Assistant Practitioner
- Level 5 Operations/ Departmental Manager

What qualifications does this e-learning course support?

- This course supports the delivery of the following qualifications:
- Highfield Level 2 Certificate for Supply Chain Operators (RQF)
- Highfield Level 2 Certificate for Warehouse Operatives (RQF)
- Highfield Level 2 Diploma for Customer Service Practitioners (RQF)
- Highfield Level 2 Diploma for Hospitality Team Members (RQF)
- Highfield Level 2 Diploma for Retailers (RQF)
- Highfield Level 2 Diploma in Working as a Commis Chef (RQF)
- Highfield Level 3 Diploma in Management (RQF)
- Highfield Level 5 Diploma in Leadership and Management (RQF)

How are learners assessed?

As part of this course, learners will be required to complete a series of multiplechoice questions. On the completion of this module, learners will receive a personalised Highfield-commended certificate, which they will be able to print out.

Licences Purchased	Retail Price per Licence			Bulk Purchase Discount
01-49	£10	\$13	€12	10%
50-99	£10	\$13	€12	20%
100+	£10	\$13	€12	30%



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