

1. **Ethical framework and personal development** including PDP and CPD

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| **Component Standard** | **Modules and Year of Study** | **Examples** |
| Meets Component Standard  Fully (F) or Partially (P)  Please indicate which modules are core  *Optional choices in italics*  Please indicate what Year of Course | Please give at least two examples where the modules meet the component standard  e.g. module X = Lecture & Practical  module Y = Tutorial & Workshop |
| **Develop yourself to improve your performance**  Assess your performance and identify your development needs at appropriate intervals  Base your assessment on your current objectives and likely future requirements  Ensure that your assessment takes account of the skills you need to work effectively with others  Ensure that your plans for personal development are consistent with the needs you have identified and the resources available  Ensure that your plans for personal development contain specific, measurable, realistic and challenging objectives  Obtain support from relevant people to help you create learning opportunities  Undertake development activities which are consistent with your plans for personal development  Obtain feedback from relevant people and use it to enhance your performance in the future  Update your plans for personal development at appropriate intervals |  |  |
| **Manage your own time and resources to meet your objectives**  Ensure that your objectives are specific, measurable and achievable within organisational constraints  Prioritise your objectives in line with organisational objectives and policies  Plan your work activities so that they are consistent with your objectives and your personal resources  Ensure that your estimates of the time you need for activities are realistic and allow for unforeseen circumstances  Delegate work to others, if appropriate, in a way which makes the most efficient use of available time and resources  Take decisions as soon as you have sufficient information  Take prompt and efficient measures to obtain further information to take decisions as necessary  Minimise unhelpful interruptions to, and digressions from, planned work  Regularly review progress and reschedule activities to help achieve your planned objectives |  |  |
| **Contribute to the protection of individual and community interests**  **Identify and apply relevant technical and ethical standards to your work**  Comply with best practice and legal and ethical standards in the planning and conduct of archaeological activities  Ensure that agreements and transactions for services conform to legal requirements, ethical standards and recognised good practice  Ensure that the needs of parties collaborating in archaeological activities are balanced against the interests and preferences of the wider community  Ensure that the interests and well being of yourself and others directly or indirectly affected by activities are properly protected  Ensure that sources of information and opinion used to inform research and analysis are investigated critically  Ensure that judgements and advice are sound and justifiable and based on current information and valid and reliable criteria  Take clear and unequivocal responsibility for personal decisions  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  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 |  |  |