## Unit 2 Evaluate and improve own performance in a business environment

<table>
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<th>Learning Outcome</th>
<th>Assessment Criteria</th>
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| 1. Understand how to evaluate and improve own performance | 1.1 Explain the purpose and benefits of continuously improving own performance in a business environment  
1.2 Explain the purpose and value of encouraging and accepting feedback from others  
1.3 Describe ways of evaluating own work  
1.4 Explain the purpose and benefits of trying out possible improvements to own work  
1.5 Evaluate how learning and development can improve own work, benefit organisations, and further own career  
1.6 Compare possible career progression routes  
1.7 Describe possible development opportunities  
1.8 Justify the value of developing a learning plan |
| 2. Be able to evaluate and improve own performance using feedback from others | 2.1 Encourage and accept feedback from other people  
2.2 Evaluate own work and use feedback from others to identify areas for improvement  
2.3 Identify changes in ways of working needed to improve work performance  
2.4 Complete work tasks using changed ways of working  
2.5 Evaluate work completed and changed ways of working for improvements and effectiveness |
| 3. Be able to use evaluation of own performance to agree, develop and use a learning plan | 3.1 Evaluate own performance and identify where further learning and development will improve own work  
3.2 Agree and develop a learning plan to improve own work performance, that meets own needs  
3.3 Follow a learning plan for improvement to own work  
3.4 Review progress against learning plan and make updates for improving own work and further learning |