

## APPENDIX 1 - COMPONENT DESCRIPTORS

### Development of personal and professional skills

Level	3	Credits	20
<b>Purpose</b>	<p>The purpose of this micro-credential is to provide a credential that recognises introductory skills and knowledge in leadership required by people who are working in or exploring work in a context of leadership.</p> <p>This micro-credential provides introductory leadership skills and knowledge focusing on mindset and self-reflection techniques.</p> <p>This micro-credential may be used in programmes leading to the New Zealand Certificate in Leadership (Level 3) [ref: 5304 v1]. It may also contribute towards other service sector qualifications at level 3 and above.</p>		
<b>Learning outcomes</b>	<p>On successful completion of this component, learners/ākonga will be able to:</p> <ol style="list-style-type: none"><li>1. Identify personal strengths and align them with leadership opportunities.</li><li>2. Implement strategies to foster a growth mindset in a leadership context.</li><li>3. Set personal goals and values outlining steps for achieving them in a leadership context.</li><li>4. Identify and apply effective self-reflection techniques, considering their influence on self and others in a leadership context.</li></ol>		
<b>Content</b>	<p>Learning outcome 1 and 2</p> <ul style="list-style-type: none"><li>• Cultural historical background</li><li>• Personal values</li><li>• Mindset strategies</li></ul> <p>Learning outcome 3 and 4</p> <ul style="list-style-type: none"><li>• Goal setting</li><li>• Self-reflection strategies</li><li>• Working as part of an effective team</li></ul>		

<b>Delivery Methods</b>	Online, distance, or in person, or a combination of these.
<b>Resources</b>	<p>Legislation relevant to this micro-credential may include but is not limited to:  Consumer Guarantees Act 1993, Fair Trading Act 1986, Harmful Digital Communications Act 2015,  Health and Safety at Work Act 2015, Human Rights Act 1993, Privacy Act 2020.</p> <p>Available from <a href="https://www.legislation.govt.nz/">https://www.legislation.govt.nz/</a></p>
<b>Assessment methods</b>	Assessment methods may be conducted in a workplace or simulated training environment.
<b>Assessment Standard</b>	<p>Skill standards aligned to this micro credential are:</p> <ul style="list-style-type: none"> <li>• Identify and apply personal strengths and values to a people-led activity (level 3) (10 credits)</li> <li>• Act professionally and ethically to support organisational values in a leadership context (level 3) (5 credits)</li> <li>• Use self-reflection in a leadership activity (level 3) (5 credits)</li> </ul>