

Postgraduate Professional Development Award

Completing your Portfolio



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By the end of this session you will be able to...

- **Explain the purpose of the Professional Development Portfolio**
- **Reflect on your experiences of participating in the Postgraduate Professional Development Award**
- **Complete your Professional Development Portfolio effectively**



Why a Portfolio?

The portfolio is designed to mimic the process of completing a CPD log which you might do in the world of work

Proving that you are a professional

Joining the UK Register of Career Development Professionals (Register) demonstrates that you are professionally qualified in a career development subject to a minimum of 60 credits at QCF Level 6/SCQF level 11, adhere to the CDI Code of Ethics and undertake and record a minimum of 25 hours CPD each year. You can then call yourself a Registered Career Development Professional and use the RCDP logo.

The Register is a UK wide point of reference for ensuring and promoting the professional status of career practitioners across the whole sector to other members of the profession, customers and employers, as well as policy makers, funders and all other stakeholders.



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Engineering Technicians, Incorporated Engineers, Chartered Engineers and ICT Technicians should take all necessary steps to maintain and enhance their competence through CPD. In particular they should:

- Take ownership of their learning and development needs, and develop a plan to indicate how they might meet these, in discussion with their employer, as appropriate.
- Undertake a variety of development activities, both in accordance with this plan and in response to other opportunities which may arise.
- Record their CPD activities.
- Reflect upon what they have learned or achieved through their CPD activities and record these reflections.
- Evaluate their CPD activities against any objectives which they have set and record this evaluation.

General Medical Council



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Principles of continuing professional development

The purpose of continuing professional development (CPD) is to help improve the safety and quality of care provided for patients and the public.

Responsibility for personal learning

You are responsible for identifying your CPD needs, planning how those needs should be addressed and undertaking CPD that will support your professional development and practice.

Reflection

Good Medical Practice requires you to reflect regularly on your standards of medical practice.

Scope of practice

You must remain competent and up to date in all areas of your practice.

How to complete your Portfolio



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Complete your portfolio via the Canvas site

- Go to the 'Completing the Professional Development Award Portfolio' module
- Guidance on filling in the portfolio and using CV checker
- The document is available under 'Filling in your portfolio'
- Download and complete it, then submit via the assignment portal



Part 1: Masterclass attendance

Masterclass attendance

To achieve the employability certificate, you need to attend at least 3 Masterclasses. Please record in the table below which Masterclasses you attended by noting the date attended.

Masterclass title	Date attended

What did you learn from the Masterclasses you attended? Include at least 3 key learning points.

1.
2.
3.



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**Top Tip: Check the list of Masterclasses on Canvas!
All previous dates are there.**

Part 1: Masterclass attendance

- Record which 3 (or more) Masterclasses you attended, including dates
- Key learning points – ideally one for each Masterclass you attended
- What do you remember? What was your biggest takeaway from attending the session?

Top Tip: You can see your previous attendance on your profile on Careers Connect

Part 2: Professional Development Activities

Professional Development Activities

Please log in the table below the activity or activities you have participated in and the number of hours. To achieve the employability certificate, you need to log at least 20 hours. A full list of eligible activities can be found on the Canvas site in the Professional Development Activities module.

Activity Title	Number of hours participated

Total number of hours:

Please note that Careers Network keep a record of students attending workshops and events and will verify attendance. /



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Part 2: Professional Development Activities

- Refer to the 'Professional Development Activities' module on Canvas for a reminder of which activities count and how many hours each activity may count for
- For activities which are just based on attending a workshop, the number of hours = the length of the workshop
- For activities which involve independent or group work outside of a scheduled workshop, it is up to you to add this up
- If you have done more than the required 20 hours, include them
- Please remember to include the total number of hours you have completed at the bottom!



Part 3: Reflective Writing

Reflection

Reflect on the activities you participated in. In no more than 500 words, give details of what you learned from the experience. You can find guidance on reflective writing in the Portfolio section on Canvas.

As a guide, your reflection might cover the following points:

- What did you learn about yourself? (strengths, values, motivations)
- What did you learn about your career options and preferences?
- What did you enjoy?
- What skills did you develop and how?
- If you undertook this activity again, would you do anything differently?



Reflection

Share one thing you've learned about yourself and/or your career options through participating in the Postgraduate Professional Development Award so far



Reflective Writing

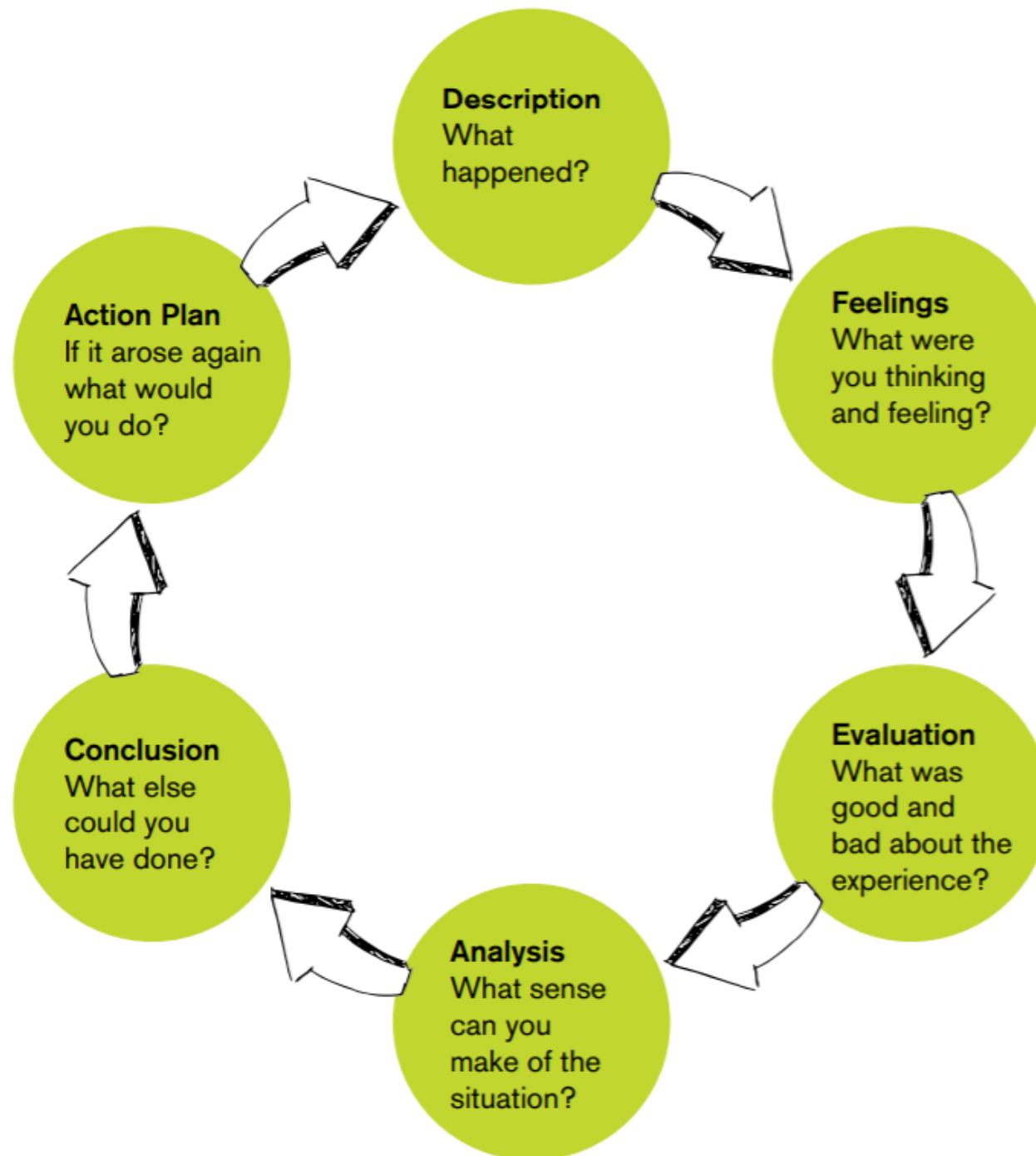
“Reflection is a purposeful activity in which you analyse experiences, or your own practice/skills/responses, in order to learn and improve”

- Use the prompts provided
- There is not ‘right’ or ‘wrong’ answer here
- We are interested in what you have learnt
- Reflect on your experience of participating in PPDA as a whole, including Masterclasses and Professional Development Activities

<https://intranet.birmingham.ac.uk/as/libraryservices/asc/gateway/writing-critical-thinking-resources.aspx#Reflectivewriting>



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Reflective writing: Example 1

I have learnt a lot from participating in the Postgraduate Professional Development Award. I really enjoyed attending the PG Skills webinars and the Insight into Medical Communications event because the speakers were really interesting. I now feel inspired to pursue a career in this field.

From attending the Masterclasses I learned how to talk about my skills at interviews and I am looking forward to putting this into practice when I start applying for jobs soon.

Reflective writing: Example 2

As part of the Postgraduate Professional Development Award, I participated in the Masters Campus-Based Team Internship. I worked in a group with 4 other students to solve a problem set by a local heritage organisation. At the end we presented our ideas back to them and we got good feedback. The challenge was difficult but I enjoyed it.



Reflective writing: Example 3

As part of the Postgraduate Professional Development Award, I participated in the mentoring scheme. I decided to take part because I have been considering going into the translation industry but I was worried about committing to it without knowing what it's really like. I was matched with a mentor in the industry and I was nervous about meeting her but I'm so glad I did. I have gained a really useful insight into the industry, including the challenges and the day-to-day aspects of working as a translator. From the career planning Masterclass, I learned that I value independence and I am motivated by working to deadlines. Participating in the mentoring scheme has helped me to see that the translation industry will be a good fit for me based on these personal reflections. I have decided that this is the career I want to pursue and I am now in the process of updating my CV for applying for roles in the industry.



Tips for reflective writing

- Write in the first person – it should be personal!
- Don't be afraid to talk about how you felt
- 'Take a step back' from the situation and tell us a story – how did you feel at the time? How do you feel now?
- Remember that it's about your own development, so it should focus on what you have learned.
- Be specific and give examples from your experiences that helped you learn, develop or change your perspective.



Part 4: CV checker

- No minimum score, but aim high!
- If you receive a low score, act on the feedback and resubmit on CV checker before you submit the portfolio
- Don't worry about getting 100%
- Don't forget to add your Professional Development Activities to your CV

<https://careerset.com/bham>



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Additional evidence

- For internal university activities listed on Canvas, we have processes in place to verify your activities and do not need further evidence
- If you have used something which is not listed on Canvas but has been agreed with us, you can provide additional evidence here e.g. screenshots as proof of attendance
- If you have done online courses such as LinkedIn Learning, include a screenshot to prove you have completed the course.



How will my portfolio be marked

- We will check participation in Masterclass and Professional Development Activities
- We will read your reflections. There is no 'right' or 'wrong' answer but we expect to be able to clearly identify what you have learned from your experience of the PPDA
- We will check that you have uploaded your screenshot from CV checker
- The PPDA is pass/fail rather than graded



Marking criteria

Our learning outcomes are:

- Reflect on professional development activities undertaken throughout your postgraduate studies – **Assessed through your reflective writing**
- Develop self-awareness to support with career decision-making and career management. – **Assessed through your reflective writing**
- Present your skills and experiences professionally – **Assessed through your CV checker submission**



Marking criteria

- Have you attended 3 Masterclasses?
- Have you participated in 20 hours of Professional Development Activity?
- Have you received feedback on your CV from CV checker?

Reflective writing:

	Strong pass	Pass	Fail
Reflection	The submission provides clear insight into what the student has learned about themselves (e.g. strengths, values, motivations, personality traits, preferences) and/or the skills they have developed through participation in their chosen activities. The submission includes examples, and makes connections to their next steps in terms of personal development or career options.	The submission provides some insight into what the student has learned about themselves (e.g. strengths, values, motivations, personality traits, preferences), the skills they have developed and/or their future career options through participation in their chosen activities.	The submission is purely a description of the experience and does not offer any personal insight

How do I know if I've passed?

- Submissions will be graded on Canvas ASAP after the deadline and we will send an announcement when all marks are available.
- You will have received detailed feedback on your CV from CV checker, and will receive some brief feedback comments on your portfolio
- The next deadline for submissions is **29th April at 23:59**.
- There will be further deadlines in July and August. If you do not pass you can resubmit.



Questions?



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