**CW2 Personal Development Plan (PDP)**

**Student name: William Cross**

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**Word Counts:**

**Development point 1 = 483**

**Development point 2 = 558**

**Development point 3 =**

**Total =**

**LINK THINGS TO REFERENCES (IN TASK BIT)**

**(**Each Action Plan should contain references to support how you are going to achieve your objectives. References should include policies, literature and any other online resources and all references should be listed at the end in a reference list.)

**Red = not started**

**pink = planned**

**Yellow = draft complete**

**Green = mostly happy with**

**Blue = other**

**Development Point 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criterion | How this criterion relates to your job role | Analysis of your current competency in this criterion | Evidence to support your analysis | Rating (out of 10) |
| Programming skills. | I am a software developer therefore I use programming skills in my daily work on projects that I am assigned to. It is the key aspect of my work. | My programming skills come from the GCSE and an A-Level in computer science learning python code during which I learnt HTML, CSS and skills such as algorithmic thinking. I am also currently taking a degree where one of the modules was learning how to code in Java. At work I also learnt about git version control and further improved on my python skills as well as other languages and harder concepts. I also became able to work with other developers to code on the same project together. | See appendix A. | 7.5/10 |
| **PDP / Action Plan**  1. SMART learning objective  2. planned steps to achieve the objective  3. evidence needed to demonstrate success  4. timescale | | | | |
| My **specific** goal to increase my proficiency on the FastAPI Python framework.  I will be **measuring** this by spending 28 hours a week working on a project that uses FastAPI as a base and by looking at tutorials for it before I start the project.  This is **achievable** because I will soon start this project with other developers who know a lot more about FastAPI than I do so they can guide me if needed, there is also substantial documentation on how to use it on the FastAPI website.  This is **relevant** to my work as I will need to know FastAPI for my next project after I rotate to my new department, I have already been told that this will be what I am doing. Currently I have one week until I rotate. During this week I will read up on the documentation and the tutorials, I will spend 2 hours a day on this, and the rest of the day will be preparing to leave my current developer group. I will be using a word document to keep track of what I know and what I should improve on as the documentation is split nicely into many sections making them small easy milestones that I can use to keep track. I will know if I am ready if I can join the project seamlessly, if I can’t then I will take further time to get better at FastAPI, I will check my understanding everyday so that I can join the project as soon as possible. During this time, I will be regularly seeking feedback from colleges to help better gauge my proficiency in FastAPI. | | | | |

483 words

**Development Point 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criterion | How this criterion relates to your job role | Analysis of your current competency in this criterion | Evidence to support your analysis | Rating (out of 10) |
| communication | I need to be able to effectively communicate requirements for a project with other developers in my team as well as what the user wants from the project. I also need to be able to write effective documentation for the user to be able to effectively use the application without the need to ask me or other developers further questions. I also need to be able to comment my code effectively so that if I need to look at my code again later or other developers want to edit something, they know what each part of the code does. | Normally I talk and message to colleges about projects I am working on I do this in a semi-formal manner. I feel that I am good at actively listening helping me to complete the task they set effectively. However, I recognise that I am not particularly good at wording long sentences, so they make sense, and I am not particularly good in formal face to face discussions such as interviews. This does not affect my personal life very much, but it can have an impact on work as I need to write documentation on what the project’s code does so that users can understand how it works and won’t need to ask other developers why something might not be working for them. | See appendix B. | 6/10 |
| **PDP / Action Plan**  1. SMART learning objective  2. planned steps to achieve the objective  3. evidence needed to demonstrate success  4. timescale | | | | |
| I aim to enhance my written and verbal communication skills in professional and personal settings. I will measure my progress by counting the number of rewrites it takes to fully create documentation and how many times I have to re-phrase my words when I speak. I will fit in 30 minuets of written communication practice every working day practicing writing clear documentation for code, I shall also practice explaining what I have done during the day to my family (who all have a non-technical background) to help with my verbal communication skills. This is relevant to my work because being able to communicate smoothly will mean that any projects I am working on will also run smoothly as my colleges will know exactly what I am doing, and I will be able to make documentation for the users swiftly so I can focus more on programming. I hope to see an improvement by the end of the year in approximately three months as of writing this. | | | | |

558 words

**Development Point 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criterion | How this criterion relates to your job role | Analysis of your current competency in this criterion | Evidence to support your analysis | Rating (out of 10) |
| Networking | Networking with others helps build professional relationships which more easily allow the exchange and growth of ideas. It also helps develop new programming skills by speaking to more experienced developers who may know some libraries that are not very well known that could help me on projects I am doing. | Did that apprentice networking thing  About to rotate  Coffee breaks, larger social activities  Personality  Tend to avoid | See appendix C. | 4/10 |
| **PDP / Action Plan**  1. SMART learning objective  2. planned steps to achieve the objective  3. evidence needed to demonstrate success  4. timescale | | | | |
| About to rotate out to a new team, need to get to know the team (go into office more to get to know them, go on breaks with them, etc…), attend events around site (apprentice forum), public engagement events. | | | | |

**Appendix A:**

A screenshot of a phone

Description automatically generated

The above shows all the GitHub repositories I have contributed to displaying version control skills and the ability to work in a team with other developers and resolve any conflicts that arise.

A certificate of education in a case

Description automatically generated

A certificate of a general certificate of secondary education

Description automatically generated

The above qualifications (GCSE and A-Level), show that I have completed up to level 3 on computer science evidencing that I have good methods of programming and can use algorithmic thinking.

A screenshot of a computer

Description automatically generatedA graph with text and numbers

Description automatically generated

The above shows some of the languages in GitHub repositories that I have used such as Java, Python, HTML, CSS and others.

**Appendix B:**

A screenshot of a computer

Description automatically generated

The above shows some of the documentation that I have recently written. This was written to help users understand what a specific part of a larger project does, it took many tries to write this in the style that was required from adding more detail to making sure the user understood different aspects so there was no knowledge jump. This shows that I do have the ability to communicate through text, but it can take time to get it in a required format.

A screenshot of a chat

Description automatically generated

The above message from my line manager who participated in my interview for my apprenticeship says that I am not very good at communication in a formal setting but am quite good in an informal setting.

A white paper with black text

Description automatically generated



The above message from me to my line manager and his response shows he thinks I am good at actively listening. He has also given me feedback on how to get better at communication, so I understand tasks better.

**Appendix C:**

A screenshot of a phone

Description automatically generated

A screenshot of a cell phone

Description automatically generated

A close-up of a calendar

Description automatically generated

A screenshot of a computer

Description automatically generated

The above is an extract from my insights profile that I completed, the profile is a long description of my personality