**CW2 Personal Development Plan (PDP)**

**Student name: William Cross**

**Student ID: 22220408**

**Word Counts:**

**Development point 1 = 612**

**Development point 2 = 684**

**Development point 3 = 620**

**Total = 1916**

**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 by not needing to look at documentation as much. * 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. * The **timescale** on this is that 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 want to have a good proficiency by the end of three weeks into my rotation when I will be given full tasks to do on FastAPI which will be approximately 30th October 2023 but if I need to take more time I will be willing to push it back to the 31st December 2023.   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 my rotation time, I will be regularly seeking feedback from colleges to help better gauge my proficiency in FastAPI. My rotation will last six months during this time I will be continuously working on FastAPI to improve my techniques as well as working with other developers. I have scheduled a meeting with one such developer every Thursday which I will use to ask him about my FastAPI proficiency and how it can be improved.  Some resources I will be able to use is this FastAPI tutorial in the documentation <https://fastapi.tiangolo.com>. | | | | |

612 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 | | | | |
| * My **specific** goal is 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. * This is **achievable** by fitting it in 30 minuets of written communication practice every working day for the next six months until my next rotation (when I move departments) 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. * The **timescale** for this development point will be the end of the year on 31st December 2023 when I hope to see an improvement in my communication skills.   I will know my communication skills have improved when I am able to smoothly explain what I have been working on to my family of non-technical background without losing patience or having to repeat myself multiple times. Another way I will know I have improved is when I am easily able to expand upon pre-existing code documentation in any project that I am working on in the department I will be in. This links to [apprenticeship standard](https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solutions-professional-integrated-degree-v1-1) under the core behavioural Skills I must be “fluent in written communication and able to articulate complex issues.” | | | | |

684 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. | Networking with others can be very difficult to me because I tend to avoid most social events as well as having a very introverted personality which makes it hard to get to know people I don’t already know. However, I am not opposed to trying, for example I attended an in person social gathering of all the computing apprentices as well as went on some coffee breaks with my department. I also hope to attend other social events with my new department after I rotate to help ease the transition into a new working environment. I am fine with small gatherings but larger ones featuring the whole of RAL space instead of just my department would be too much. | 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 | | | | |
| * My **specific** objective will be to attend networking events at work once a month until I finish my apprenticeship on the 30th of April 2027 (appendix D) and to talk to at least one person I don’t know very well to develop connections with colleges and practice my social skills. * I will **measure** my progress by counting the number of people I speak to and number of events I go to in a month before I get tired of people and need to take a break. * This is **achievable** as every month I have the option to go to an apprentice social forum (see appendix E) as well as any other networking events work will provide. There are also public engagement events where I can network with the other volunteers over the medium of engaging with the public as I have to do. * This is **relevant** to me and my work as networking with others can give rise to new solutions to problems and will help me improve my social skills so that I can communicate more effectively with other people and users of my code. * The **timescale** for this development point will be for each month over the next three years until 30th of April 2027 when my apprenticeship ends (appendix D). I hope to see a vast increase in the number of people I know around site.   I will know that I have done enough networking and that I know more people as I will start to recognise people around the site more often as well as doing more than my 22.2 hours of [public engagement](https://www.ukri.org/wp-content/uploads/2022/02/STFC-240816-Public-Engagement-Strategy-2016-2021.pdf) a year. | | | | |

620 words

**Appendix A:**

A screenshot of a phone

Description automatically generated**A screenshot of a calendar

Description automatically generated**

The above shows all the GitHub repositories and the commits 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

The above is an invite to coffee on slack which my department does every day at 11, I attend some of them when I am on site.

A screenshot of a cell phone

Description automatically generated

This is an outlook social meeting that I decided not to attend as it was too large including the whole of RAL space instead of just my department meaning that I do not like very large social gatherings, but I am fine with small scale ones.

A close-up of a calendar

Description automatically generated

This is an outlook meeting for the apprentice gathering that I attended. I did enjoy it, so I hope to go there again.

A screenshot of a computer

Description automatically generated

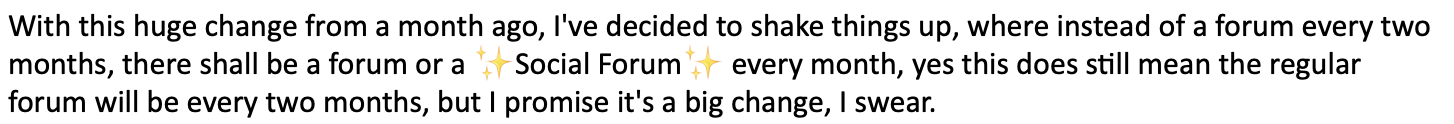
The above is an extract from my insights profile that I completed, the profile is a long description of my personality which says that I am very introverted.

**Appendix D:**



This extract is from my contract dictating when my apprenticeship ends (the “active to” part)

**Appendix E:**



As shown here there will be an abundance of social events to choose from each month making my goal very achievable as there are plenty of other events going on at work.