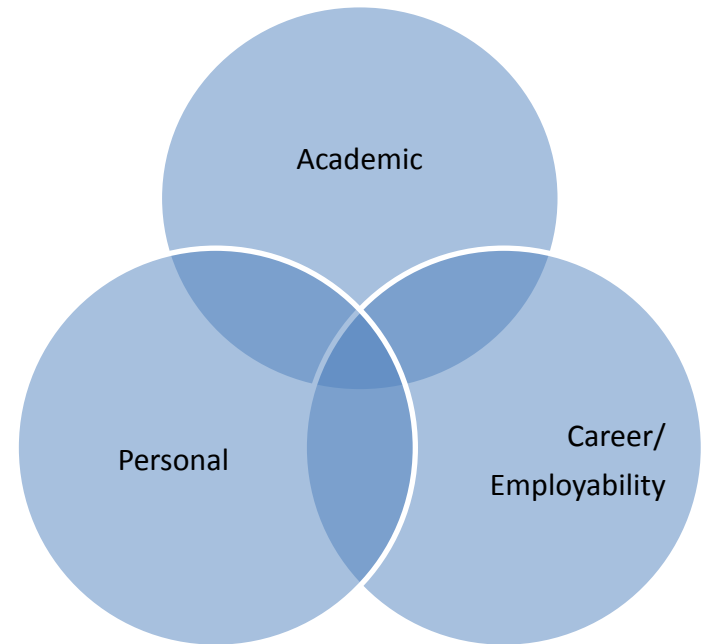# Personal Development Planning

Introduction to PDP

- PDP gets you to think about why you came to UWS. You may:
  - have a specific career in mind – PDP helps you evaluate how your current activities fit in with your overall plan for success
  - have no specific goals – engaging with PDP helps you think through your options
  - have come for personal interest/enjoyment – PDP helps you get the most from your academic study

Introduction to PDP

- PDP involves:
  - identifying your goals
  - making plans to achieve them and
  - recording your progress

PDP Focus

- 3 broad learning areas:

Academic

Personal

Career/
Employability

- Review your learning and development in each area and reflect on your:
    - past experience and achievement
    - current needs, preferences and experiences
    - future aspirations and plans

Personal Skills

- Process of PDP is rooted in your personal experience

- Your personal life provides valuable opportunities for the development of transferable skills e.g. you may have developed excellent time management skills if you are juggling education, work and family commitments

- These skills are relevant to your academic and career development

- Become more self reliant and in control of your life

Academic Development

- Whatever your educational background engaging with PDP helps you to reflect on:
    - your existing academic skills
    - the skills you need to develop
    - this, in turn, enables you to put plans in place to develop those new skills
- Academic skills include:
    - oral/written communication
    - ability to analyse and present information
    - ability to think critically and creatively
- Understand what and why you are learning
- Identify transferable skills

Career & Employability

- Employability is about getting a job and being aware of the attributes and skills that will enable you to pursue your chosen career

- Employers expect you to be able to define and understand the skills and attributes you have and to communicate them

- Engaging in PDP helps you to:
  - plan your career development
  - reflect on your skills and attributes and
  - evidence them to prospective employers

Reflection

- Reflecting on your experiences is critical to PDP

- Reflection involves taking a "step back" from your experience and viewing it from a neutral viewpoint

- Reflection is a way of thinking about your past and present experience that requires you to:

  - analyse and make judgements

  - identify what went well and what didn't and decide what, if anything, to do differently next time

What is an ePortfolio

- An ePortfolio is an electronically held collection of evidence which provides information about your:
  - skills and abilities and
  - your personal, academic and professional development
- The process of creating a portfolio requires you to:
  - decide what to include in your portfolio
  - reflect on your personal, academic and professional development

Benefits of PDP

- Effective engagement with PDP enables you to:
  - recognise, evaluate, develop and provide evidence of your skills and abilities.
  - helps you to understand the value added through learning and become an independent and autonomous learner with the ability to relate what you learn to your personal and professional life
  - helps you to plan your personal, academic and career progression and development

Mahara

- UWS uses Mahara for PDP
- Create a Mahara profile
- Use the templates as guides to help you through the process of PDP

My Profile Page

- Create a Profile Page:
  - About Me:
    - short intro with your name, degree programme and occupation.
  - Contact Information
    - Linkedin profile
    - Website information
    - Blog address
  - Personal skills
  - Personal Goals
  - Interests
  - Employment
  - Your groups

Starting My Studies

- This template (01StartingMyStudies) provides you with a series of questions to ask yourself about:

  - your reasons for choosing to come to UWS

  - your ambitions for your degree programme

  - your academic strengths and weaknesses.

01 Starting my Studies

I came to UWS because:	
What do I hope to achieve?	
What attracted me to this course?	
What modules am I studying this Year?	
Are there areas of my chosen programme of study that I anticipate may be difficult? What can I do about them?	
What do I feel will be most challenging?	
What strengths do I bring from my previous studies?	
How can I use my previous experiences and knowledge to good effect?	
Do I have any academic weaknesses? How can I address them?	

Starting My Studies

Learning to Learn

- Doing this activity (02LearningtoLearn) will help you to think about the skills you will need to develop to make the most out of your time at University:
  - writing
  - information retrieval
  - information technology
  - working with numbers
  - working with others
  - time management
  - solving problems

Learning to Learn: Priority Audit

Use this template to record your current level of confidence in your study skills and set priorities for development. You may wish to provide comments and/or material evidence as a means of keeping an evolving record of your developing expertise.

Enter zero(0) for a skill you have not used.

Confidence Level: ------ 1 = very poor, 2 = poor, 3 = variable, 4 = good, 5= very good

Priority Level: ------ 1 = not important now, 2 = immediately important - please colour accordingly

Writing

Indicators	Confidence	Priority	Optional Comments
writing essays and reports			
taking notes			
referencing			
avoiding plagiarism	3	2	I am becoming more aware of what plagarism and referencing is and have used the referencing guidelines, Turnitin and Viper to good effect but there always seems to be some aspects that catch me out. Terms I thought were common knowledge my lecturer wants referenced.

Information Retrieval

Learning Review

- This activity, 03LearningReview, is designed to get you to reflect on your development as an academic learner:
  - new skills that you have gained
  - how you participated in your classes
  - what you have learnt and are you becoming an independent learner

Learning Review

03 Learning Review

You will find it very useful to develop the habit of pausing to reflect on how things are going with your studies and wider personal development.

Give some thought to your recent learning experiences and make comment,

- about how you have participated in classes,
- what you have learned in the subject and,
- what new skills you have gained.

Be specific in your comments and give examples to illustrate what you say.

Trimester 1

What new skills have you gained? What can you do now that you couldn't before?	Have you made progress in understanding the important subject ideas? Are there topics you still struggle with?
It is quite amazing as I think back on what I have learned. OK I know a lot more about the subject which is what I hoped would happen by taking this course. I can work with computers, instruments and specialised equipment I had never even heard of before. More amazing though is I have started to really think about what I am doing and how I am doing it. Not saying I am a philospher yet but I have noticed a real difference. I find myself contemplating an issue from many different angles rather than just jumping straight in and giving an opinion. Not sure if this is the start of the crirical thinking the lecturers sometimes mention but I definitely think I am beginning to become an independent learner. I don't rush to get the lecturer's explanation - I like to read around the subject, search the web and come to my own opinion.	OK there are one or two bits I'm struggling with but I now have the confidence to know that I'll come to grips with them and that the staff will help. I have found the staff really helpful if you have taken the time to think abouit the problem and can state it in a way that the lecturer can respond to. Initially I was just saying I don't know anything about this or that - now I know to ask along the lines of I don't understand how whatever is linked to whatsitsname. In a lot of cases just thinking up the question for the lecturer explains what the answer is.

PAC SWOT

- The PAC SWOT template (04SWOT) helps you to make a preliminary assessment of the challenges that you will face in your Personal, Academic and Career areas

- Look at the Strengths, Weaknesses, Opportunities and Threats (SWOT) associated with your Personal, Academic and Career development (PAC)

PAC SWOT

UWS04 - Personal, Academic and Career SWOT Analysis

Personal	
Strengths	**Weaknesses**
Opportunities	**Threats**
Academic	
Strengths	**Weaknesses**
Opportunities	**Threats**
Career	
Strengths	**Weaknesses**
Opportunities	**Threats**

Trimester Goals

- Using your SWOT analysis and other templates this template (05TrimesterGoals) will:
  - give you the opportunity to set goals for your ongoing development
  - identify opportunities to attain your goals
  - reflect on your achievements.

Trimester Goals

05 Trimester Goals

Trimester 1
My Trimester 1 Goals:
Goal 1
Opportunities to Achieve Goals:
Opportunity 1
Goals Achieved:
Goal Achieved
Trimester 2
My Trimester 2 Goals:
Opportunities to Achieve Goals:

Module Reviews

- This template (06ModuleReviews) provides you with the opportunity:

  - to summarise your thoughts about specific modules and

  - reflect on your achievements and any problems you have experienced in a module.

Module Reviews

06 Module Results

Level 7			
Module Code	**Module Title**	**Comments, Reflections and Plans**	**Result**

My Level 7 Skills

- Each level of study has a separate template.
- As a first year student, you would use the Level 7 Skills template (07MyLevel7Skills).
- The templates, organised as a series of self-assessment questions under 6 headings, are intended to help you to:
  - identify the attributes and skills you need and the standards to which these need to be developed;
  - collect evidence of your attainments to date and
  - plan your ongoing development.

My Level 7 Skills

07 My Level 7 Skills

Level 7 Skills and Attributes			
Knowledge and Understanding			
Indicators	**Y/N**	**Evidence of Achievement**	**Action Required**
I have some fundamental knowledge of my subject/discipline and of its main theories, concepts and principles.	Y	Passed Assessments	
I understand and can explain some of the core theories, concepts and principles of my subject/discipline.			
I understand the ways in which my subject/discipline has developed and is developing.	N	The lecturers sometimes talk about their research which is usually interesting but I think I need to learn a bit more before it starts to make sense	
Applied Knowledge and Understanding			
Indicators	**Y/N**	**Evidence of Achievement**	**Action Required**
I keep up to date about new developments in my subject/discipline area.	N	I have been advised to join the IDGA but to tell the truth no time.	

Feedback Review

- This template (08FeedbackReview) allows you to:
  - collate and review the feedback you have received on assessment and
  - from personal advisors e.g. lecturers, fellow students, work colleagues, and friends.
- It helps you to refine your learning goals based on your reflections.

Feedback Review

08 Feedback Review & Development Plans

One of the most important aspects of your PDP work will be to review the feedback you receive from your lecturers and others, eg fellow students, work colleagues, friends, who have impacted on your academic, personal and professional development. It is recommended that you collate this evidence of development (in the areas indicated below), reflect on the feedback and construct future learning plans based upon your reflections.	
Assessment:	
Personal Advisors:	
Work Activities :	
Extra-Curricular Activities	
Reflection Summary :	
Future Plans:	

Placement Targets

- For future use if you go on to take the 3rd year Creative Technologies Placement module.

Placement Targets

09 Placement Targets

Development Target 1	Strategies to be Employed
Development Target 2	Strategies to be Employed
Development Target 3	Strategies to be Employed

Evaluations and Reflections
You should write 200 - 250 words describing the progress which you feel you have made (or not!) and support this with evidence from your placement.