Template for articulating departmental PDP processes

The text below is provided as a guide to help departments articulate their own PDP processes and arrangements to students. It is intended as a guide only – departments are free to articulate practice in the best way they see fit.

Personal Development Planning (PDP) in the Department of ...

Personal Development Planning (PDP) is a process designed to enable you to think about, and plan for, your own personal, academic and career development. Throughout your degree you will be encouraged to reflect on your progress and achievements, and to identify areas you wish to develop and improve on. As such, PDP is designed to help you:

a) recognise the skills and abilities you are developing;
b) identify areas for improvement and development; and
c) think about how you can improve your employability and career prospects

We support your engagement with PDP in the following ways:

- [Details/examples of academic skills/employability modules or other types of in-curriculum provision, including themed workshops, events etc.]. These [modules/courses...] enable you to reflect on your own abilities (often in group discussions with your peers), and to identify what you want to improve and develop, and how.
- You are also encouraged to discuss your progress with your personal tutor. These discussions can provide you with the space to talk about your own development in greater detail. Your tutor will also be able to advise on how key services such as the Library, Learning Development and Careers can help you realise your own plans. [Brief practical details on how tutor system works and when students are encouraged to see their tutors]
- You can document your progress, achievements, and plans for development by [details of location(s) and format(s) departmental documentation, portfolio tools].
- [anything further you wish to add – e.g. any relevant discipline-specific arrangements or professional accreditation factors]

Throughout your studies, your Higher Education Achievement Report (HEAR) will provide a valuable and up-to-date record of your progress. Your HEAR is an excellent starting point for reflection and planning and you will be encouraged to access and review it at regular intervals. Whilst we will encourage you to take advantage of PDP, the responsibility for engaging with it lies mainly with you. To find out more about PDP in the Dept. of... contact [details of relevant contact(s) in dept.]