

Task Guidance
Module: ECCE4001 Who Am I? – Exploring Professional Identity
Assessment Component: Portfolio of Evidence (3 elements) Assessment Title: Professional Development Portfolio Word Count: 3,000 Weighting: 100%
Assessment Brief You are required to create and submit a professional development portfolio consisting of three parts or elements. This assignment assesses your understanding of professional identity and values, the principles of personal and professional development and the role of reflective practice in continuous professional development. You should support your work with reference to academic literature (textbooks and academic journals), policy and legislative frameworks and other appropriate sources of information and evidence. The three elements of this task are interconnected and should not be considered as three separate pieces of work. We will discuss how they are connected in Lectures.

Task Requirements
Element 1: Personal Development Plan (PDP) • If you have an already existing PDP then you can use it for this Element but you will need to ensure that it is current, has SMART action points and is supported by references to supporting sources of information. • You should provide as much relevant information as possible in all sections of the plan except Section 4 My Wellbeing (see additional notes below) • Section 1: Your Studies ○ You must record the name of your Personal Tutor and your Programme of study and indicate if you are fully enrolled. ○ You should outline your thoughts on where you hope your studies will lead you (e.g. promotion, a new job, starting your own provision etc.). Where possible these ideas should be supported by sources of support (e.g. Welsh Government guidance, previous careers interviews etc) • Section 2: My Achievements ○ You should include any achievements that are relevant to your studies of plans, these might include previous qualifications, awards or employment and/or volunteering opportunities.

- If you feel that this section is difficult to complete, then you might want to use this as one of the points for your **Reflective Commentary** (Element 3) and identify ways of adding to your achievements and experience in other Sections of the Personal Development Plan.
- Section 3: Hopes and Concerns
 - Use this section to make a note of things that you hope to gain from your studies as well as any concerns that you have.
 - You can use your thoughts in this section to identify what support you might need or who you might want to talk to and you can record this in later sections of the PDP
- Section 4: My Wellbeing
 - **You are not expected to complete this section for the assessment.** *However, if you intend to use your PDP as a tool to support and record your development during your studies then you can use this section in your **personal** copy of the PDP.*
- Section 5: Academic Skills Development
 - In this section you should record any of the skills that you want to develop in the immediate future (e.g. referencing, using Word, finding sources of information in the library etc.)
 - In terms of your **Goals** for this section you can identify people who might support you (e.g. Study Skills Support, Library Staff etc.)
- Section 6: Careers Ideas
 - Use this section to identify any initial thoughts you have about your career planning and your intended actions.
- Section 7: Professional Profile and Networking
 - This section has strong links to Element 2 (Professional Profile on LinkedIn).
 - In this section you should record what steps you need to take in order to complete the template for Element 2 and your online LinkedIn profile.
 - For example, actions here could include seeking support to create your profile on LinkedIn, researching organisations or groups to include in Element 2 etc.
- Section 8: Work Skills – Volunteering
 - Volunteering is an excellent way to gain experience and skills for your chosen career.
 - You might already have some ideas to include in this section or you might want to talk to the Careers Team (see Section 6) to help you to add to this section.
- Section 9: Record of Learning – DigiSkills and Infoskills
 - As part of this Module you will be asked to complete some of the online learning activities provided by UWTSD. These are designed to enhance your learning and you should record them here.

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Element 2: LinkedIn Professional Profile

- You can use the Guided Study sheet from Theme 8 as your planning tool for this Element.
- If you already have a LinkedIn profile then you can use the Guided Study Sheet to help you add to your profile and should include your additions on the Guided Study sheet.
- Each of the sections of the Guided Study sheet relates to elements of your Profile on LinkedIn.
- The following sections relate to the **Profile** that people will see on LinkedIn
- Specialities
 - You might want to leave the **Specialities** blank until you have gained more experience but if you have areas of specialist knowledge then you should include them.
- Jobs/Experience
 - You can record any relevant previous work experience or employment that you have here.
- Education
 - Think of qualifications, awards or certificates that you have that are relevant to your professional profile.
- Voluntary Experience
 - If you have worked as a volunteer or taken on additional roles in school or college then you can include these here.
- The following sections relate to the **Network** that you begin to create on LinkedIn
- Groups to follow
 - Look for groups to join that relate to your degree and/or your areas of professional interest
- Companies to follow
 - This section allows you to follow **organisations** of interest for your studies. It includes government, charities and local authorities as well as 'companies'
 - Choose organisations to follow that are relevant to your interests relating to your studies
- People to connect with
 - You can start to connect with other people in your field of practice.
 - **It is important to connect only with people that you know at this point** (e.g. your Lecturers, fellow students, previous teachers, work colleagues).
- **You must include a link to your Profile on LinkedIn so that your lecturers can access the profile online.**

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Element 3: Reflective Commentary

- You should choose **one** of the **Models of Reflection** from Theme 3 to structure your reflective commentary (you can use Headings to help with this)
- Remember that you should only choose **one or two** aspects to reflect on so that you can do so in some detail.
- Examples of what to reflect on include:
 - the learning and challenges experienced during one of the Themes studied; and/or,
 - the process of researching and completing the Personal Development Plan; and/or
 - the process of researching and completing the Professional Profile (including the decision whether to create a LinkedIn profile or not)
- You can discuss other ideas with your lecturer if these examples are not suitable

Additional Notes

- The above guidance relates to the assessment of Module ECCE4001/C
- You can continue to add to, amend and develop both your PDP and your LinkedIn profile throughout your studies to assist in your personal development and enhance your employability skills.
- You will also be asked to undertake reflective practice in other Modules.