

Professional Development Plan

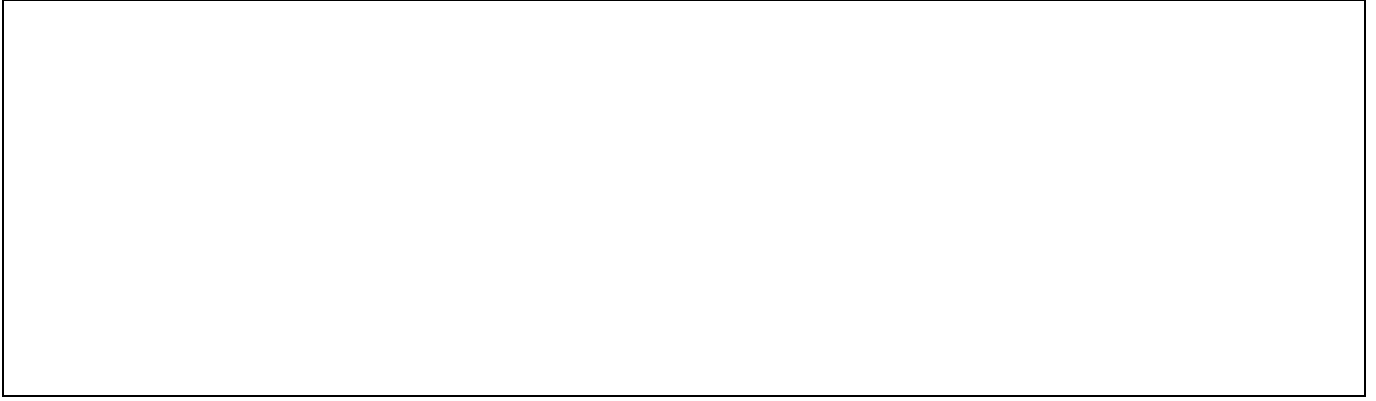
Section 1: Starting Out

Student Name:		Student Number:	
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Your Personal Tutor (N.B. You have the right to change your Personal Tutor)	
Level (e.g. Level 4)	Name

Your Programme of Study			
Level (e.g. Level 4)	Programme / Pathway	Fully enrolled on My TSD? Y/N	Date of Change (if applicable)
		No – registry has still not a;ldfjkasd;lfj;lks	26/10/2020 Sent email to regstiry again: 25/10/2020

Your Plans for the Future
<i>This is for you to record any thoughts you have about what you would like to do once you have finished your degree. These plans can change as you progress and gain experience.</i>



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Section 2: My Achievements

Take a few minutes to think about what you have already achieved and how this can contribute to your continuing development whilst on the course.

My Achievements	What skills and qualities did I demonstrate?

Reference List:

Sibley, S (2020) *ECGE4005Q Assessment 1*. Carmarthen: UWTSD.

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Section 3: Hopes and Concerns

This section of the PDP asks you to think about your Hopes and Concerns for your academic career

	Your Thoughts	Please tick if you would like to discuss this
1) What do I hope to gain from my studies in the short term (e.g. this year?)		☐
2) What do I hope to gain from my studies in the medium term (e.g. over the next 2-3 years?)		☐
3) What do I hope to gain from my studies in the longer term (e.g. after graduation?)		☐
4) Your Wildest Dreams		☐
5) Your concerns (make a note of any concerns and then use the sections below to create a plan to address them).		☐

Professional Development Plan Section 4: Assessment Planner

You can use this planner to help you to keep track of your Assessment deadlines.

Level				Semester			
Submission Date (in date order)	Module	Tutor	Assignment Type (e.g. Essay etc.)	Weighting	Tutorial Date(s) (if booked)	When will I complete this by?	Uploaded to Moodle (in the FINAL submission section)

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Section 5: My Wellbeing (Student Services Team)

- UWTSd Student Services offer a professional support service providing high quality information, advice, guidance, practical and emotional support to enable all students to reach their full potential.
- The department also provides an accessible resource for the wider University community.
- Should your needs be beyond the services we can provide "in house", we can refer you onto other individuals within the University or in external organisations.
- They can be contacted in the following ways;
 - <https://www.uwtsd.ac.uk/student-services/>
 - Tel: 01267 67683
 - Email: studentservices@uwtsd.ac.uk

Support Offered

Student Services can offer support in the following areas;

- Counselling Services
- Financial Support
- Support for International Students
- Services for Disabled Students
- Mental Health Advisory Service
- Support for Students from Care
- Student Wellbeing

Wellbeing Support Planner

What do I need support with?	Who can help me?	Appointment Arranged For	Outcome

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Section 6: Study Skills (Student Services Team)

- Student Services can also provide you with support to develop your Academic Study Skills
- They offer one to one support, drop-in group support and distance learning support on a range of skills that you will need to become a successful student.
- They can be contacted in the following ways;
 - <https://www.uwtsd.ac.uk/student-services/>
 - Tel: 01267 67683
 - Email: studentservices@uwtsd.ac.uk

Study Support Offered

Student Services can offer support in the following areas;

- Academic writing for university
- IT Support including help with presentations
- Revision and exam strategies
- Resources and how to find them and how to reference them
- Grammar, spelling and punctuation
- Techniques for effective note taking
- An opportunity to talk through ideas
- Stress management
- Organisation and time management
- Effective use of feedback

	Skill	Current Ability	Target Ability	Development Opportunity	Evidence of Success	Time scale: Short/Mid/Long Team	Academic Evidence to Underpin Task
Priority Example	<i>Team Working</i>	<i>Lack Confidence</i>	<i>Present F2F in a group</i>	<i>Use the video presentations for this degree to practice and developed skills and confidence for the future.</i>	<i>Delivery of a presentation F2F in-front of the lecturers and my peers</i>	<i>Mid-Term post Covid 19</i>	<i>Smith (2018) indicates that developing such skills takes time and practice. He also indicates that developing a clear logical argument along with reducing reliance on notes supports this process.</i>
Priority 1							
Priority 2							
Priority 3							
Priority 4							
Priority 5							
Priority 6							
Priority 7							
Priority 8							

Reference List

Smith, P. (2018) *Developing Skills for PDP*, London: Sage.

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Section 7: Career Ideas (Student Services Team)

- There are Careers Advisers on campus who can help you to discuss and formulate your career plans
- They can be contacted in the following ways;
 - <https://www.uwtsd.ac.uk/student-services/>
 - Tel: 01267 67683
 - Email: studentservices@uwtsd.ac.uk

Careers Development Support Offered

Our Careers Advisers are able to assist you with all aspects of career planning

- Choosing a career
- Job-seeking strategies
- Application procedures and CVs
- Interview techniques
- Work experience
- Course changes
- Further study options
- We also post information about local and national job vacancies, careers-related events and various career paths on our facebook page (University of Wales Trinity Saint David Careers Service) and on Twitter (@uwtsdcareers)
- You can also download the UWTSD Careers App to access career planning tools and support..

Careers Advice Support Planner

What do I need support with?	Who can help me?	Appointment Arranged For	Outcome

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Section 8: Professional Networking

(For Level 5/6)

- The Student Experience Department works in close partnership with the Students' Union to support the continuous development of a positive student experience at UWTSd.
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- The SED works across a variety of areas to monitor, enhance and augment the student experience via number of projects.
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- We provide support to academic and professional units in improving the student experience ranging from events for students to tailored survey analysis.
- More information can be found at;

<https://uowtsd.sharepoint.com/student-experience/SitePages/Home.aspx>

LinkedIn Professional Development Support

The Student Experience Team can help you to develop your profile on LinkedIn

What is LinkedIn?

LinkedIn is a social network for the business community. LinkedIn users create professional, resume-like profiles that allow other site members to learn more about their business background, areas of expertise and groups or organizations they belong to. Once a user creates their profile, they can add other users to their network. (Business News Daily, May 2012)

Introduction to LinkedIn

This practical session gives students an overview of LinkedIn as a useful tool and tips on how to use it effectively. It also gives students the opportunity to set up a LinkedIn profile, receive advice and even get a professional photo taken for their profile.

LinkedIn Professional Development Planner

How can I develop my professional profile?	What do I need to do?	When will I do this by?	How will I know I have succeeded?

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Section 9: General Academic Progress

Role of the Personal / Year Tutor

The role of the personal or year tutor includes:

- supporting the student's personal, professional, and **overall** academic development;
- working with the student in partnership;
- serving as an additional means of internal communication;
- liaising, as appropriate, with other staff that support the student;
- providing an additional channel for students to provide feedback and raise queries.

(Academic Quality Handbook Section 12.8.1)

However, if you have questions or want advice relating to a specific Module or Assignment then you should contact the Module Lecturer via the Forum on the relevant Module page on Moodle.

The Forum is effectively a Frequently Asked Questions section which allows all students to see the questions and answers for that Module.

Your Personal Tutor can show you how to do this initially but it is your responsibility to make contact via the appropriate Forum

Group Personal Tutorial Attended	
Date of Tutorial	Content of session / issues discussed
	Sent email to KD: 25/10/2020 to discuss: - Dj;fklsdjf;lksjdf ;lfkjsd;lkfjl;askdfjlsdkfj;lsjfal;kj ;asdkljf;ladsfjkl;asdfj - Jdfskljfl;kjsdl;kfj

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Section 10: Volunteering

Why volunteer?

- By volunteering, even for just a couple of hours a week, you could increase your job prospects and increase your skills a lot.
- Recording a period of voluntary work really looks good on your CV. Many people will be impressed that you have done something worthwhile in your free time.
- Volunteering can help you increase your self-esteem and self-confidence as you learn new skills, meet new people and develop new interests.
- Becoming a volunteer is rewarding. Volunteers often feel good 'giving something back to society' through helping others.
- Charities and community groups constantly need volunteers to help them to improve other people's lives.
- You may have reached a stage in your life where you want to 'put something back' into your community - or share your skills. Some people even kick-start a brand new career for themselves.
- Volunteering can be a good way to fill part of your gap year.
- Volunteering could help you to gain necessary skills and experience and to decide what you would like to do after you have graduated (Careers Wales)

Please note that this could also include volunteering as a Student Ambassador, a Pass Leader or other activities in UWTSD as well as opportunities with other organisations.

Volunteering in Wales:

- [Volunteering Wales](#) - Information on volunteering in Wales. Search for opportunities in your area
- [GwirVol](#) - Information for volunteers aged 14-25 in Wales
- [WCVA](#) - Wales Council for Voluntary Action. The official body for volunteering in Wales

Volunteering Action Plan		
Volunteering Opportunity	Date(s)	What did I gain from the experience?
xxxx	From: xx/xx/xxxx to date	
Ssssss	TBC	

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Section 11: Work Placement (if applicable)

Student Name:		Student Number:				
Mobile Contact:		Own Transport?	Yes	☐	No	☐
Preferred Client Group and/or Setting:						
1st Choice Placement:						
2nd Choice Placement						

Availability:						
	Mon	Tues	Weds	Thurs	Fri	Sat
A.M.						
P.M.						
Evening						
Additional Notes:						