Personal Development Planning Action Plan: 2007-2008

At its meeting on 7 February 2008 Senate approved a [Personal Development Planning (PDP) Policy](#) for implementation by the end of academic session 2007-08 and an associated Action Plan for 2007-08. The Action Plan is detailed below.

Please note: Subsequent to Senate approval of the PDP Policy and Action Plan, Mahara superseded MyStuff as the University's supported e-PDP tool.

1. Activities needed in support of principle 1:

All students should be given opportunities to undertake a variety of PDP activities throughout their period of study at the University of Glasgow. Students will be responsible for their own engagement with PDP as part of their learning experience.

Activity	Responsibility	Timescale
a) Faculties to map existing opportunities, design, develop and implement structured and supported PDP processes (where they have not done so already), plan for their monitoring and review and ensure appropriate infrastructure to support plans.	Faculties with support from Employability Development Adviser (EDA) and Project Officer, PDP and Employability (PO).	Plans to be agreed by end Jan 08. PDP opportunities to be available to all students during the academic year 2007-8.
b) Map existing central provision, identify gaps, agree development plans and start implementation.	Careers Service (CS) – EDA & PO, SRC.	By Dec 08.
c) Publicise existing central provision to Faculties and students make clear that they are part of PDP (branding).	CS–EDA & PO, SRC in consultation with Corporate Communications.	By end Mar 08.
d) Focus groups with international students to identify any specific support needs around PDP.	International Office (IO), CS.	By end Jan 07.
e) Guidance to students on how to make the most of PDP and to articulate this clearly for the purpose of career development.	CS.	Ongoing.

2. Activities needed in support of principle 2:

It will be compulsory for faculties to offer structured and supported PDP to students. Students will participate in PDP on a voluntary basis unless degree or course accreditation stipulates that a particular PDP programme is undertaken. In this case, students will be required to fulfil the requirements of the course/programme without precluding their involvement in wider Faculty and University-wide PDP opportunities.

Activity	Responsibility	Timescale
See 8.1 para 1.		

3. Activities needed in support of principle 3:

Students should be provided with opportunities to have feedback on their engagement with PDP. Faculties, University Services and the SRC will be responsible for providing dedicated support.

Opportunities for feedback should be included in Faculty plans under 8.1 a) and also 8.1 e). In addition:

Activity	Responsibility	Timescale
a) Sessions on PDP for international students made available based on findings from focus groups (see 8.1).	IO, CS.	By end Mar 08.
b) Roles of central services support staff and SRC in supporting PDP to be agreed and publicised to Faculties and students.	LTC/CS/SRC.	By end Jan 08.
c) Faculties to identify contact staff/champions who are able to give advice on PDP provision to students and make effective referrals both within the Faculty and institution-wide for those students needing support on PDP related matters.	Faculties.	By end Dec 08
Students to be made aware of who named contacts are.	Faculties and EDA & PO.	By end Jan 08.

4. Activities needed in support of principle 4:

Students should be made aware of opportunities and support available at Faculty-level inductions in their first year and thereafter throughout their studies, up to and including post-graduate level.

Activity	Responsibility	Timescale
a) Using information from activity outlined in 8.1 b) (Map existing central opportunities available to all) design a framework, for inclusion in student guidelines, that shows PDP opportunities available to all students.	CS– EDA & PO, SRC.	By end Mar 07
b) Draft generic GU student friendly guidelines on PDP. Find and agree funding for guidelines in conjunction with the SRC. Publish generic student guidelines on PDP.	CS– EDA & PO, SRC, student representatives.	By end Jan 07 By end Dec 07 By end Feb 08.
c) Each Faculty to publicise existing PDP activities.	Faculties.	By end Jan 08.
d) Employability and PDP Website to be updated to include PDP support materials (including guidelines above) for students.	EDA, PO.	By end Jan 08.
e) PDP slot to be added to orientation 2008.	Recruitment and Participation Service (RAPS)/Faculties.	Orientation 08.
f) PDP slot to be added to international student orientation	IO, CS - International Careers Adviser.	Orientation 08.
g) Consultation seminars to be held for supervisors and PGRs.	Faculty Graduate Schools/HoDs group.	Academic year 07-08.
h) PDP slot to be added to graduate induction.	Faculty Graduate Schools.	Orientation 08.
i) PDP incorporated into individual supervisor training.	Faculty Graduate Schools.	Academic year 07-08.

5. Activities needed in support of principle 5:

All students will be given the opportunity to record their PDP on-line.

Activity	Responsibility	Timescale
a) Establish a robust and capable Moodle Infrastructure to support the roll-out of MyStuff.	Learning & Teaching Centre (LTC) – Learning & Technology Unit (LTU)/IT Services.	By the start of semester two 2007.
b) Install, configure and test MyStuff.	LTC (LTU)/IT Services.	By the start of semester two 2007.
c) Provide workshop sessions for Faculty staff to familiarise them with MyStuff, so that they can arrange appropriate student induction in its use.	LTC (LTU).	From end of November 2007.
d) Work individually with those tasked with leading PDP activity in each Faculty to ensure that their needs are properly understood and adequately catered for.	LTC (LTU).	By Christmas 2007.

6. Activities needed in support of principle 6:

PDP records, both electronic and paper-based, will be owned by the student and he/she will determine who is given access to them.

Activity	Responsibility	Timescale
a) Training opportunities for students on MyStuff and student guidance to be developed.	LTC (LTU), CS – EDA & PO, SRC.	From December 07.
a) Guidance provided for students on how to migrate records from MyStuff for use on leaving the University.	LTC (LTU).	By April 08.
c) Further actions resulting from consultation meetings – see 8.5 d) to be identified and actioned.	LTC (LTU).	Academic year 07-08.

7. Activities needed in support of principle 7:

Staff will receive support in identifying, implementing and evaluating PDP opportunities for their students as appropriate to the programmes in which the students are participating.

See 8.3 b) and:

Activity	Responsibility	Timescale
a) Meetings with all Faculties to discuss their plans for PDP, spending of SFC funds and support requirements.	EDA/PO/LTC.	By Dec 07.
b) At least quarterly meetings with each Faculty to support their plans.	EDA/PO/LTC.	Session 2007-8.
c) Information sessions for staff on PDP.	EDA/PO/LTC with guidance from Faculty representatives.	Ongoing.
d) Employability and PDP sessions to be included in the ADU seminar series open to all staff from Spring 08.	LTC – Academic Development Unit (ADU).	March 08 onwards.
e) Employability and PDP content of New Lecturer and Teacher Programme (NLTP) to be expanded and revised for implementation from Sep 08.	LTC – ADU.	Academic year 07-08.
f) Practical PDP resources and tools made available for staff (based on feedback from faculty meetings), staff newsletter and e-bulletin developed and Employability and PDP website updated.	EDA/PO/LTC	By end Jan 08.

8. Additional activities needed to support successful policy implementation

Activity	Responsibility	Timescale
a) Ensure links to Moodle, MyStuff and the Employability and PDP website are readily available and easy to find on the University website.	LTC, CS, Corporate Communications.	By end Jan 08.
b) Faculty websites to outline clearly for students Faculty approach to PDP and link to Employability & PDP website, MyStuff and support available.	Faculties.	By end Mar 08.
c) Investigate funding available to employ students to input into the production of students guidelines, website provision and focus groups.	CS/LTC.	By end Dec 08.
d) Investigate ways in which the University could recognise students' extra-curricular activity e.g. developing the current transcript, skills awards and certificates of achievement. Produce a paper for the Learning and Teaching Committee on the desirability and feasibility of these options.	LTC & CS in conjunction with Registry and Student Records System review group.	Paper to the Learning and Teaching Committee, April 08.
e) Ask Employability Strategy Review Group (ESRG) to consider whether extending hosting facilities for MyStuff might be offered as a service to graduates.	EDA to take to ESRG.	By end Nov 07.

9. Monitoring and Review of implementation

Activity	Responsibility	Timescale
a) A clear evaluation and review process to be designed and agreed both centrally and in each Faculty.	EDA/LTC-ADU, Faculties (and Faculty Graduate schools for PGR), Senate Office.	By end Jan 08.
b) Need to ensure PDP policy is in alignment with and promoted through Employability Strategy Review Group.	EDA/Vice Principal Learning &Teaching (VP L&T).	By end Jan 08.
c) Ongoing review and evaluation of the way that transcripts are used to record PDP activities, especially in the light of development of the Student Records System. See also 8.8 c).	Faculties/LTC/EDA and Registry.	Academic year 07-08.

d) SFC plans around employability and PDP will reviewed annually both internally and by the SFC.	LTC/CS/VP L&T.	June 08.
e) Evaluation of MyStuff – qualitative and usage statistics.	LTC (LTU)	May 08.
f) Student Survey - Get student feedback on awareness of PDP opportunities and understanding of PDP.	EDA/PO	May 08.
g) Staff survey of those who have engaged in the process.	EDA/PO	Jun-Jul 08.
h) Review of policy and implementation plan for 08-09 drafted for presentation to Learning and Teaching Committee at start of session 08-09.	CS/LTC	Aug 08.