

Pacy & Wheatley Construction

Corporate Development Programme



Personal Development Plans

We will continue to commit to a basic definition of Personal Development Planning as “a structured and supported process undertaken by an individual to reflect upon their own learning and/or achievement and to plan for their personal career and educational development”.

In addition, we believe that PDP will help staff to:

- Become more effective, independent and confident learners
- Understand how they are learning and relate their learning to a wider context
- Manage their own learning according to their individual needs
- Improve their general skills for work and career management
- Talk about their personal goals and evaluate progress towards their achievement
- Take a more positive attitude to learning

We will continue to pursue integration of PDP into all areas of the business as a cornerstone of our drive to improve staff retention and progression.

The benefits to our Company include:

- Facilitates more effective support and monitoring of progress
- Forms the basis of management-staff two-way communication
- Staff can become more confident, effective learners and therefore the process may lead to a positive impact on staff retention, performance and progression
- Having access to a holistic source (integrated into our 9001 management system) of an employee’s overall learning profile stimulates greater coherence between support and guidance systems

Underpinning PDP

We will continue to adopt a model based on Effective Learning which has as its basis a model of staff learning in which:

- There is a focus on a learner-centred approach which supports and enables the learner to take responsibility for the planning and development of their own learning, and ultimately lifelong learning and career development.
- Staff are encouraged to "self-review" at all stages of their contract and beyond, in ways which allow them to engage with reflection, planning, implementation, evaluation and recording of activities
- Staff are helped to develop as autonomous and self-aware learners
- Staff are encouraged to reflect on all their experiences, past and present, and in all spheres (Personal, Career and Academic)
- The process is firmly integrated with the rest of the business and not seen as a separate activity
- Effective engagement with PDP is dependent on and congruent with mechanisms which support an explicit approach to learning – such as through the construction of learning outcome statements for each module/programme

Staff Support

We recognise that the introduction of PDP requires additional support in developing staff plans and to this end, we have created a Company procedures and processes manual which include this topic under 'Support for staff learning skills and personal development'.

The holistic, integrated model chosen by Pacy & Wheatley to build our PDP process requires a good understanding from senior management if they are to be able to implement it successfully and support staff appropriately. Consequently, we will pursue a programme of staff development at all levels which will ensure that all appropriate staff will have a working understanding of the model. This model is key to providing senior management with a more strategic mechanism for supporting staff in PDP and work skills.

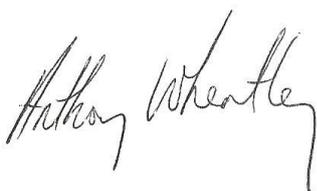
Principles

Pace & Wheatley will provide a common framework to guide and support personal development planning for ALL staff. The framework will be flexible to individual programme teams to respond to the requirements of particular disciplines/professions and staff profiles, thus making PDP relevant to individual learner needs and their expectations of their employment.

Six core principles will underpin personal development planning across the Company:

1. It will be an **integral part of the learning process** of all Staff and Supply Chain programmes, providing an opportunity for learners to reflect on and plan their learning, and integrate their learning experience.
2. It will seek to **enable learners to build on their previous (and concurrent) experience** in educational, employment and life experience contexts, and support and value learners' wider engagement with PDP as a lifelong learning process.
3. It will be a **learner-centred process**, which empowers learners to develop both a personal record of attainment, reflection and planning, and the skills to effectively build, interpret and apply that evidence.
4. It will be a **structured and supported process**, with opportunities for staff to receive feedback on their utilisation of PDP as a tool to support their learning.
5. It will be **purposeful and relevant to lifelong learning and employment**, seeking to support the development of job relevant skills and enhance preparedness for further experience.
6. The effectiveness of PDP in enhancing staff learning and continued employability will be **regularly evaluated**, and PDP models/practices developed as appropriate.

Reviewer: Anthony Wheatley



Date of Review: **23/01/2019**

Date of Next Review: **23/01/2020**

This policy will be reviewed every 12 months.

Planning Your Future

PROFESSIONAL DEVELOPMENT PLAN – PERSONAL PROFILE, SWOT ANALYSIS, ANNUAL PERSONAL PROGRESSION PLAN (PPP)

All Staff must submit a **Professional Development Plan** as part of their professional review portfolio.

The Professional Development Plan should include:

- A personal profile giving details of qualifications, experience and career aspirations in broad terms (see proforma, below)
 - A SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to help identify professional development priorities (See Form below)
 - An annual Personal Progression Plan to show planned professional development activities over the next year.
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