



Notes of Guidance on Students' Personal Development Plans (PDPs)¹

These guidelines accompany the Policy for Students' Personal Development Plans (PDPs) and should be read in conjunction with it.

Prompt questions for PDP tutorials

The following questions may be useful for both Personal Tutors and students as prompts during the tutorial process. They may vary depending on the type and length of course and the stage at which the student is at and therefore should be adapted accordingly.

General questions

- What has been good about your course to date?
- Do you have any less positive issues to raise?
- Have you encountered any difficulties that I should be aware of?

Questions related to progress

- How do you feel about the marks/grades you have received so far?
- How well do you think you have addressed your personal targets from your previous work?
- What targets have you identified for your next submission?
- What particular aspects of your work do you think may need further attention?
- Are there any study skills that you need further support with?
- Do you know how/where to access support?

Questions related to career planning and employability

- How well do you think you have addressed your personal targets from your reflections on the Graduate Attributes?²
- What personal targets have you identified to further develop your Graduate Attributes?
- What contact have you had with the BGU Careers, Employability, and Enterprise Service?
- Have you considered options after your studies?
- What extra-curricular/voluntary/paid activities are you involved in?
- How may these help you in the future (experience, professional development, transferable and employability skills)?
- Is your evidence folder/portfolio up to date?
- Is your CV up to date?

¹ Also referred to as a Development and Career Plan (DCP) or an Electronic Record of Professional Development (ERPD).

² Details regarding the Graduate Attributes can be found at:

<http://www.bishopg.ac.uk/student/careers/graduateattributes/Pages/default.aspx>

The BGU Careers, Employability, and Enterprise Service offers students:

- Individual guidance appointments
- Job shop
- An e-guidance service
- CV and application form service
- Careers, employability and enterprise information sessions
- Business start-up advice
- Volunteering links and tips

Most importantly, the BGU Careers, Employability, and Enterprise Service offers a programme of activities that are designed to be stranded throughout courses. It is recommended that the following types of activities should take place in each year of a course, although the timeline may vary depending on the type and length of course and should be adapted accordingly. Programme Leaders should contact BG Futures bgfutures@bishopp.ac.uk for more details.

Year 1	<ul style="list-style-type: none"> • Introduction to the BGU Careers, Employability, and Enterprise Service • Developing your employability in the first year at university • Small group visits to the Careers Resources Centre • Exploring 'Jobshop' (one to one session with the Careers Information Assistant). This session is useful for students who may need additional support when using 'Jobshop' – an online resource. Students may register and set up various settings suitable for their particular job searching requirements, for example, finding term time or holiday jobs, advertising themselves online to would be employers, searching for a job share partner
Year 2	<ul style="list-style-type: none"> • Your Careers, Employability, and Enterprise Service – what you should be doing in Year 2 to move on with career and employability planning and management. • Personality and career choice. This session is important for students who need to raise their level of self-awareness and who need support answering questions such as 'I don't know what to do?' and 'What would I be good at?' CV Design • Options after your studies • Interview technique • Applying for teacher training • Employer talks and presentations • Exploring 'Jobshop' • Employability skills with your subject • Postgraduate study and funding • Career, Employability, Enterprise, and Life Planning for Mature Students
Year 3	<ul style="list-style-type: none"> • Exit Careers, Employability, and Enterprise Session – help available towards the end of your studies and beyond • The world of work - coping with the transition from university to the workplace Job hunting • Gap year planning • Labour market information • Starting your own business - are you suited to this? • Working Abroad • Work-life balance • Presenting 'you' in the workplace • How to get promoted at work