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## Notes of Guidance on Students' Personal Development Plans (PDPs)<sup>1</sup>

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These guidelines accompany the Policy for Students' Personal Development Plans (PDPs) and should be read in conjunction with it. The Personal Tutor should ensure they have consulted the Learning Analytics and engaged with the Learning Analytics process prior to the tutorial. The document outlining the Learning Analytics process and the roles and responsibilities can be found here.<sup>2</sup>

### 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?
- Have you had any issues with engagement with your learning?

### 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?<sup>2</sup>
- What personal targets have you identified to further develop your Graduate Attributes?
- Have you engaged with the BG Futures 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 or LinkedIn profile up to date?

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

<sup>2</sup> Details regarding the Graduate Attributes can be found at: <https://www.bishopg.ac.uk/student/careers-employability-and-enterprise/graduate-attributes>

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

- Individual careers and enterprise advice and guidance appointments
- Graduate Attributes Excellence Award inductions and ongoing support throughout the award
- Access to [BG Futures Online](#), the online vacancies and appointment booking service, accessed via the portal.
- Appointments available face-to-face or via telephone, Microsoft Teams and Skype
- CV, application form and personal statement checking service
- Mock interviews and interview support and preparation
- Careers, employability and enterprise information sessions, both within the academic curriculum and as bespoke workshops
- Enterprise support including: business start-up advice, access to dedicated enterprise space, referral to partner organisations and networking opportunities
- Support with identifying and accessing volunteering opportunities

Most importantly, the BG Futures Careers, Employability, and Enterprise Service offers a programme of activities that are designed to be embedded throughout programmes. It is recommended that the following types of activities can take place in each year of a programme, although the timeline may vary depending on the type and length of programme and should be adapted accordingly. Programme Leaders should contact BG Futures [bgfutures@bishopg.ac.uk](mailto:bgfutures@bishopg.ac.uk) for more details. This can also be discussed during annual Partnership Agreement meetings.

Year 1	<ul style="list-style-type: none"> <li>• Introduction to the BG Futures Careers, Employability, and Enterprise Service</li> <li>• Developing your employability in the first year at university</li> <li>• Small group visits to the BG Futures Business and Enterprise Centre</li> <li>• Exploring BG Futures Online (one to one session with a member of the BG Futures team). This session is useful for students who may need additional support when using BG Futures Online. Students may identify and set various preferences for their particular job searching requirements, for example, finding term time or holiday jobs.</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• Your Careers, Employability, and Enterprise Service – refresher session on the support you can access via BG Futures.</li> <li>• Personality and career choice. These sessions can be 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?’</li> <li>• CV Design</li> <li>• LinkedIn and personal branding</li> <li>• Careers and options for your subject area after your degree studies</li> <li>• Interview technique</li> <li>• Employer talks and presentations</li> <li>• Exploring BG Futures Online</li> <li>• Further study and funding, including applying for teacher training</li> <li>• Career, Employability, Enterprise, and Life Planning</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>• Refresher Careers, Employability, and Enterprise Session – help available towards the end of your studies and beyond</li> <li>• The world of work - managing the transition from university to the workplace</li> <li>• Job hunting</li> <li>• Further study and funding</li> <li>• Graduate Schemes</li> <li>• Gap year planning and Working Abroad</li> <li>• Labour market information</li> <li>• Starting your own business and exploring entrepreneurship</li> </ul>