

# Pacy & Wheatley Construction Corporate Development Programme



Pacy and Wheatley Ltd (Registered Office)

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## 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: **18/04/2018**

Date of Next Review: **18/04/2019**

**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.



## Personal Development Plan

**Department:** \_\_\_\_\_

Name:	
Date starting plan:	
Date completing plan:	
email address	
Mentor (if applicable)	

Signature of staff member: \_\_\_\_\_

Signature of line manager/supervisor with whom plan agreed: \_\_\_\_\_

Learning/development Needs	Development Objectives	Achievement Dates	Actions to be used	Outcomes or evidence
What broad areas do you wish to address?	What specific goals are you setting yourself for each need? (Remember to keep them "SMART"!)	When do you expect to achieve your objectives?	How will you achieve your objectives? (Resources required)	How will you show that you have achieved your objectives

## Evaluation Form

**Which objectives were most successfully achieved, and why?**

**Which objectives were least successfully achieved, and why?**

**How have you applied your learning in practice?**

**What (if any) learning/development needs do you wish to carry forward to your next PDP?**