Employment Ready Portfolios

Developing the Applied Health and Social Care Personal/Professional Development Portfolio.
Hayley McKenzie, Laura Ashton, Shelly Haslam
• Embedding Edge Hill’s Pro Vice Chancellors employability themes into the overt curriculum.
• Introduce the AHSC employability portfolio.
• Identify how the portfolio and employability skills can be embed throughout the curriculum.
Linking the PDP to Employment

- The pro vice chancellor’s External Relation 2015-2016 employability themes:
  - Knowing yourself
  - Knowing how to present
  - Knowing Employability skills
  - Knowing Employability
What is a PDP?

- A PDP is a portfolio of evidence which should demonstrate a potential employees transitional skills, attributes and achievements.
- A Personal Development Plan is a tool to enable learners to assess their skills and discover where their strengths and development needs lie and to help them to structure their efforts to improve in the most appropriate areas (Pearson, 2014).
Steps to Success PASSED Model of PDP

(Professional, Academic, Self-Development, Success Planning, Employability Skills, Destination Planning)

Knowing Yourself

Level 4 Semester 1
Professional
Academic
Self-development

Knowing how to present

Level 4 Semester 2
Success Planning

Knowing Employability Skills

Level 5 Semester 1&2
Employability Skills

Knowing Employability

Level 6 Semester 1&2
Destination planning

Diagram Key
- Continuous cycle Review, Reflect, Respond
- Employability Skills PVC External Relations
- PASSED Progressive Taxonomy of Skill Development
Employability Skills

- Teamwork
- Business and Customer Awareness
- Problem Solving, Initiative & Creativity
- Positive attitude & confidence
- Communication and Literacy
- Ability to obtain, analyse and process information
- IT Skills
- Leadership Skills – decision making & ability to influence.
- Entrepreneurship/Professionalism
- Resilience – adaptability/flexibility.

Linking the PDP to Research

Phase 1 Becoming a Researcher
- Understanding the importance of research
- Introduction to Reflection
- Identifying Learning Styles

Phase 2 Becoming Part of a research community
- Learning about research that others conduct
- Developing an e-profile for research
- Joining a research/discussion group

Phase 3 Doing Research
- Developing an understanding of literature/methodologies
- The application of research within the context of your program.
- Critical thinking
- Ethics and research

Phase 4 An Active Researcher
- Linking reflection with learning
- Transitions for future employability
- Exploring your employment sector
- Progressing your research/publication
Embedding the PDP throughout the curriculum Year 1 semester 1

<table>
<thead>
<tr>
<th>Level</th>
<th>Semester</th>
<th>Content</th>
<th>Subject Specific sessions that feed into the PDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>ONE</td>
<td>1) C.V</td>
<td>FDH 1100 Study Skills C.V writing</td>
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<tr>
<td></td>
<td></td>
<td>2) SAID analysis (SWOT)</td>
<td>Identify strengths and development needs</td>
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<td>3) Personal Objectives for the Course</td>
<td>Learning Styles</td>
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<td>4) Learning Log</td>
<td>Reflection</td>
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<td></td>
<td>5) Personal Statement</td>
<td>Personal statement enhancement</td>
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<td></td>
<td>6) Covering/application letter</td>
<td>Transferable skills</td>
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**Phase 1**

- **Knowing Yourself**
- **Personal Academic Self-Development**
  - 'Becoming a Researcher'
  - Understanding the importance of research/awareness
Embedding the PDP throughout the curriculum Year 1 semester 2

<table>
<thead>
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<th>Level</th>
<th>Semester</th>
<th>Content</th>
<th>Subject Specific sessions that feed into the PDP</th>
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<tbody>
<tr>
<td>4</td>
<td>TWO</td>
<td>1) Enhanced C.V</td>
<td>FDH 1101 Communication Skills C.V writing</td>
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<tr>
<td></td>
<td></td>
<td>2) Developing an E-Portfolio</td>
<td>Communication for empowerment</td>
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<td>3) Becoming Part of a research community e-profiling</td>
<td>Using technology to communicate online identities</td>
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<td>4) Employability and Communication Skills mapping (presentations)</td>
<td>Presentation Skills, Professionalism &amp; teamwork (etiquette in the workplace)</td>
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<td>5) Learning Log</td>
<td>Reflecting and action planning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6) Evaluations and Reflections from Year 1</td>
<td>Self-Awareness, Values and key developments &amp; aspirations for level 5</td>
</tr>
</tbody>
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**Phase 2**

**Knowing How to Present**

**PAS**
Success Planning

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**FDH 1101**
Communication Skills

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**Employability and Communication Skills mapping**

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**Presentation Skills, Professionalism & teamwork (etiquette in the workplace)**

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**Self-Awareness, Values and key developments & aspirations for level 5**
Role of the Personal Tutor and the PDP

Flowchart – Personal Tutor involvement with PDP

Outline the necessity and value of the PDP at induction

Level 4 Semester 1
Links to Study Skills
1st Semester meeting
Initial meeting with personal tutor and support of student with PDP tasks for semester 1 submission
(additional meeting before submission?)

Marking of first stage of the PDP.
04/01/2016
To include: C.V, SAID analysis, Learning logs and Development Objectives, personal statements and covering letters.

Level 4 semester 2
Links to Communication Skills
Jan / Feb 2016 Feedback meeting
Final meeting before May 2016 submission

Level 5
Links to Research Module HUG 2213
Minimum 2 meetings to review progress
Semester 1 October 2016
Semester 2 Jan/Feb 2017 Checking on line portfolios.
Submission May 2016

Level 6
Links to HUG 3101 Personal and Career Development/HUG 3254 Work Based Placement
Personal tutor and careers service
Meeting in Semester 1 – Application form checking and personal statement reviewing ready for reference requests.
Meeting in Semester 2 – Complete Checklist for PDP and on line portfolio