

Title: Policy On Student Personal and Professional Development
Policy Number: P057
Approval Date & Version: March 2022, Ver. 0.4
Approved by: Academic Board (AB)
Next Review Date: January 2024

External Reference Points:

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"> The provider supports all students to achieve successful academic and professional outcomes.
UKQC- Advice and Guidance	<ul style="list-style-type: none"> UK Quality Code - Advice and Guidance Enabling Student Achievement Learning & Teaching
Awarding Body Reference	<ul style="list-style-type: none"> N/A
Other reference Points	<ul style="list-style-type: none"> NCL Strategic Plan 2020-25 Personal Tutoring and Student Support Policy and Procedures

1. Aims of the Policy:

The aims of the policy are:

- 1.1. To support all students to achieve successful professional outcomes and enable them to pursue a rewarding, professional career and positive academic outcomes.
- 1.2. To ensure that all students are in possession of a Personal Development Plan [PDP] this is to ensure all students become actively involved in recording, reviewing and discussing their development towards career objectives and are proactive in setting their own career targets to promote a real sense of ownership.
- 1.3. To play a pivotal role in the professional development of the students, and enhancing these skills equips them to progress into employment, self-employment or further study. To provide students with support in three key aspects:
 - a) Curricular and study support;
 - b) Progression to higher levels of education, within the College or externally;
 - c) Progression into employment/entrepreneurship.
- 1.4. To ensure the Personal Development Plan [PDP] is a tailored plan for each individual student and his/her individual needs

- 1.5. To ensure that all students receive the support that they require, including helping and guiding them on choosing between progression into further study and employment or self-employment.

2. Methods:

To achieve the aims, NCL will:

- 2.1. Provide students with the Personal Development Plan [PDP] for recording identified support needs, allowing them to record progress against these
- 2.2. NCL will adopt a strategic approach in overseeing the effective delivery of individual PDPs, supported by appropriate levels of resources (including staff) to ensure that the necessary, continuous, development is sustained
- 2.3. The PDP will be a continuous one, for all three elements, regularly updating progress against each, and building next steps against each, once attainment has been reached
- 2.4. Tutorial Sessions will be used as an opportunity to discuss plans with students, directing them to support services and resources, as detailed in 2.5
- 2.5. Both Academic Teams and the Knowledge Exchange Centre [KEC] will provide guidance respective to areas under their auspices, they will also, knowledgably, direct students to other resources, such as Student Support Teams, IT Teams, Library Resources, the NCL Careers Hub, the Careers Advisory Service [CAS], NCL Publications and Videos, etc.
- 2.6. Recognising that not all students will require support in all areas, as they may have already attained these, or they may not be appropriate (for example, students being guided through the process of planning towards starting their own business will not require support in career development areas); each plan must be, by its very nature, individual
- 2.7. PDP processes withstanding, we would still identify students failing to engage in the Personal Development process, who may need to be moved onto the Risk Register
- 2.8. Ensure that the process remains dynamic, enhancing support, and adding new support as appropriate to meet identified student needs, changing work environments, etc.
- 2.9. Recognise this as a two-way process, with input required both from College Staff and the Students themselves

3. Materials & Resources:

To achieve the aims, NCL will:

- 3.1. Provide students with effective resources, including, but not limited to:
 - 3.1.1 The NCL website
 - 3.1.2 The KEC website¹
 - 3.1.3 The NCL Careers Hub
 - 3.1.4 The NCL YouTube Channel (curricular and study videos)
 - 3.1.5 The KEC YouTube Channel (employability and entrepreneurship videos)

¹ The College is currently working towards a strategic aim of combining these two sites

- 3.1.6 The Ten Steps to your Dream Job book
- 3.1.7 [*Entrepreneurial support items, currently in production*]
- 3.1.8 The Career Advisory Service
- 3.1.9 Workshops (KEC, IT, Librarian, Student Support, etc.)
- 3.1.10 One-to-One Sessions (KEC, IT, Librarian, Student Support, etc.)
- 3.1.11 KEC Mini-Guides
- 3.1.12 Bespoke and one-off training materials

4. Process:

- 4.1. The process will commence during the recruitment stages, when marketing is establishing a prospective student's intentions towards study; i.e., identifying future aspirations
- 4.2. In the early stages of a student's life with NCL, key responsibility in respect of the PDP will rest with each student's tutor (who will guide the student towards other support teams as appropriate); likely to be the first year of study
- 4.3. Latterly, as the balance shifts more towards employability or entrepreneurship, then the KEC (Employability Manager) will hold key responsibility for the PDP – continuing the principle of directing the student to other teams as appropriate; likely to be from year two onwards
- 4.4. Whilst the above will provide direction for the student, the student themselves also hold responsibilities. Namely, attending, engaging, or otherwise absorbing the support packages that are recommended to them

4. Reporting, Monitoring and Oversight:

Pleased add information about how the implementation of this policy will be monitored, the performance is reported and how the MGC have an oversight on the effectiveness of the implementation.

APPENDICES

A1: Supporting Departments

Departments responsible for the delivery of the Policy are:

1. Academic Departments, for 1.1 a); and, jointly, 1.1 b)
2. The Knowledge Exchange Centre, for 1.1 c); and, jointly, 1.1 b)
3. IT Department, for IT, VLE, Teams and Office 365 support, together with any other identified IT needs
4. Student Support Teams, in support of A1.1, and any other identified areas
5. Student Welfare, to support students where individual welfare or hardship matters may prove to be a barrier to effective studies
6. English Language School, where students need support with general language difficulties and/or the writing of assignments, or similar
7. QA, to ensure that all identified teams are meeting the requirements of this policy in the most effective way