

Professional Development Review

Staff Guidance

Company Mission

The Learning Support Centre are passionate and innovative about the provision of quality support solutions for disabled people.

Company Vision

Specialist disability services, providing a one-stop shop and one point of contact for disabled people to ensure independence in education and the workplace.

The Learning Support Centre are committed to the professional development of our staff team.

There are three key times during the year when you will meet with your reviewer regarding your development.

1. Induction (September)

There will be an induction session at the beginning of the academic year. Staff are asked to attend to ensure they are up to date on current procedures and have all the information required to carry out their role effectively.

2. 1:1 (November/December)

This is an opportunity to catch up with a member of the management team, to discuss how you are getting on in your role, look at your achievements to date and to review any training needs.

If you carry out more than one role, all elements of your work will be discussed at your 1:1

3. Professional Development Review (April/May/June)

A Professional Development Review is a chance for you to review the year with your reviewer (see below).

Please note that you can contact your line manager to discuss your personal development at any point. If you have a query, concern or issue we would rather you speak to someone as soon as possible so we can help to resolve this.

Professional Development Review (PDR)

The Professional Development Review (PDR) is a vital part of this process. It enables feedback and discussion regarding staff roles and planning for future development. It is a well prepared, informative and productive meeting which productive actions that can be carried forward for the coming year.

The PDR process has three stages:

- Planning and preparation
- Discussion and feedback
- Action

1. Planning and Preparation

- Your reviewer will contact you to agree a suitable date, time (approximately one hour) and location for the PDR. You will be paid £8 for the hour. Please make sure you claim this on your coversheet under 'Administration work (must be authorised by Management) and/or PDR (please timesheet)'.
• Prior to the scheduled PDR, you must complete a PDR Self Reflection form on People HR. This can be found under the Logbook section of your account. It must be completed at least three working days before your PDR.

The screenshot displays the 'Learning Support Centre' interface. At the top, there is a 'Select Language' dropdown. Below this, a user profile for 'Sophie Maziere' is shown, including a placeholder for a profile picture and a list of navigation options: Overview, Planner, Personal, Documents, Logbook (highlighted), Employment, and Contacts. A 'Show' button is visible next to the profile information. A dropdown menu is open, listing various items such as 'Change of Name', 'Continual Professional Development Log(1)', 'DBS(1)', 'Driving Licence(1)', 'Equipment Loan', 'Exit Interview', 'Grievance', 'Issue Log', 'Location', 'Objectives', 'PDR Self Reflection(1)' (highlighted in blue), 'Probation', 'Professional Development Review draft(1)', 'Professional Membership Qualification(3)', 'Reference', 'Staff Development Request(1)', 'Staff Development Review(1)', 'Training(1)', and 'Vehicle(1)'. Two orange arrows point from the 'Show' button to the dropdown menu and from the 'PDR Self Reflection(1)' item to the 'Logbook' menu item.

If you have had a PDR and/or 1:1 last year, you can review any targets on the Self Reflection form, how you have achieved them and if any are yet to achieve.

You are also asked to comment on your administration and organisation for your role. Here you can reflect on whether you are fulfilling the requirements of your role with regards to completion of administrative duties and general organisation.

- You also need to ensure that your Continual Professional Development Log on People HR is up to date (see CPD guidance for instructions).

2. Discussion and Feedback

The PDR discussion will cover the following points:

- Your role
- Review of successes within the last year
- Training completed and the impact on your role
- Any areas of concern and/or development
- A review of the objectives set in your previous PDR and discussion of your progress for each objective
- Any performance difficulties
- Your access to and use of The Voice and The LSC Hub
- Paperwork and admin required for your role
- Your use of your People HR profile is up to date:
 - All policies, procedures and your contract read and signed as required
 - Your Personal File is up to date. This will include emergency contact details, documentation if you drive, role specific qualifications, training and professional membership and that you are signed up to the DBS update service.
- Communication with your Support Coordinator and the office including updates on your availability

Your reviewer will use your PDR Self Reflection form to inform the discussion. They will also have available your previous PDR and 1:1 reviews, your job specification, observation documentation (for care staff), feedback available from students or other clients and any other relevant information.

3. Action

The PDR will also involve planning for the coming year:

- Objectives for the coming year
- How to achieve these objectives, including any support needed
- Your personal development plan

- Your career development goals
- Any suggestions for improvement and/or development within The Learning Support Centre

Objectives should be SMART:

Specific
Measurable
Achievable
Realistic
Time-framed

You may decide on some short-term targets and some longer-term ones.

Objectives and your personal development plan can include:

- Key performance targets
- Development of behaviour competencies
- Skills and knowledge development for your role
- Mandatory training (including for professional membership requirements)

During your PDR, all discussion will be noted by your reviewer on your PDR Review form on People HR. After the PDR meeting, you will be able to access this on your People HR account.

Completion of your Professional Development Review is only the beginning of what the PDR is all about. It facilitates positive action leading to your continuous development as a member of The Learning Support Centre staff team. The objectives will be on going throughout the year and progress must reviewed on a regular basis.

Staff development needs identified through the Professional Development Review process will then form the basis of the team development plan.