

Personal Tutoring Bulletin

Queen's University Belfast

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Bulletin 7

Links Between PDP, Personal Tutoring and Continuing Professional Development

The aim of Personal Development Planning (PDP) is to empower students through an improved understanding of their personal strengths and the ability to draw up appropriate plans for areas that they wish to develop. This process has obvious links to improving academic achievement, but an effective personal tutoring scheme will also promote student consideration of graduate-level careers development. Careers staff in the Student Guidance Centre will help students to apply these principles of reflection and planning in the context of their graduate-level employment goals. Engaging in career-related activities can complement academic studies, e.g. through insights into relevant job opportunities, relevant local and international work/work-related experiences, and by helping students to effectively communicate all their strengths and achievements to potential employers.

PDP and effective personal tutoring is intended for all students – the ambitious as well as those facing issues to overcome. It is also a useful preparation for the process of Continuing Professional Development (CPD) that successful graduates engage with throughout their working life.

PDP at Queen's and Continuing Professional Development

At Queen's, Schools are encouraged to seek out links between PDP and relevant professional body procedures for CPD. For example, in Dentistry, PDP workshops include reference to expectations and processes set out by the General Dental Council. Similarly, in Nursing & Midwifery, the reflection and recording methodologies of the Northern Ireland Practice and Education Council (NIPEC) are embedded within formal PDP support. Schools that would like to gain some further guidance on how to map professional body CPD into their Personal Tutoring schemes/PDP, can contact Eimear Gallagher at [Careers Employability & Skills e.gallagher@qub.ac.uk](mailto:Careers_Employability_&_Skills.e.gallagher@qub.ac.uk)

Career Mentoring Opportunities.

Careers, Employability & Skills (CES) has established a very successful Alumni Career Mentoring Scheme for Students in Level 2 or above. The scheme is open to students and alumni volunteers from any subject discipline.

The scheme began in 2011 with a small pilot programme of 12 able and ambitious students, largely from the Faculty of Arts, Humanities & Social Sciences. So far this year, almost 100 students have participated in career mentoring and valued the opportunity to talk to an alumnus who has been successful in the career area that they aspire to:

"I genuinely couldn't talk any more highly of the alumni mentoring scheme "

"Brilliant programme! Very beneficial. Delighted I took part in it."

"It was good to talk to someone who is in a role that I would aspire to. The mentor-mentee match was excellent."

As well as one-to-one mentoring with an alumnus, the Speed Mentoring Evening (February each year) allows students who want to find out more about several career paths to talk (in small groups) with several mentors over 2 hours. Like the one-to-one scheme, student participants strongly recommend this to peers. For further information on career Mentoring, email alumnimentoring@qub.ac.uk or visit the web-page :

www.qub.ac.uk/alumnicareermentoring

SUMMARY REFERRAL ACTION CHART

Personal Tutor Action	Examples of possible referrals.
Academic difficulty	
<ul style="list-style-type: none"> Listen Establish that the issue falls within your remit If outside your remit, refer to appropriate specialist support If the issue falls within your remit, make suggestions as appropriate 	<ul style="list-style-type: none"> Student is academically “at risk” – Adviser of Studies (speed of referral is important) Specific issues relating to module, course or academic regulatory matters must be referred to the Adviser of Studies Difficulties with an element of a module – Module Coordinator or lecturer Student requiring individual support with a fundamental academic skill (e.g., essay writing, referencing, time management, exam preparation, maths and statistics) – refer to the Learning Development Service: Student Guidance Centre 9097-3618, lds@qub.ac.uk, www.qub.ac.uk/lds International Student Support 9097-3899, iss@qub.ac.uk (Please note, Personal Tutors must not get involved in any discussions regarding visas)
Personal difficulty	
<ul style="list-style-type: none"> Listen Offer help through referral Refer with student’s agreement <p>(Also see “Staff Guide to Student Care” on Page 45 of the Guide for Personal Tutors)</p>	<ul style="list-style-type: none"> Staff queries about student well-being issues or concerns – Student Affairs Office 9097 - 2806 Counselling Service Appointments – Freephone 0808 800 0016 email qubstudents@carecallwellbeing.com Outside of 9-5 on Monday to Friday, students can avail of 24 hour telephone counselling support on Freephone 0808 800 0016 University Health Centre (Lennoxvale, 9097-5551) SU Education & Welfare Adviser: academic progress/appeals and accommodation issues (Agnes Crawford, 9097-1135 or agnes.crawford@qub.ac.uk). SU Advice Centre Manager and Financial Adviser (Connie Craig 9097 1049 connie.craig@qub.ac.uk) Disability Services (9097-5250) International Student Support – including issues relating to visas, culture shock, cultural difficulties, homesickness (9097 3899, iss@qub.ac.uk)
Careers and Employability matters	
<ul style="list-style-type: none"> Listen Suggest student seeks specialist advice Refer with student’s agreement 	<ul style="list-style-type: none"> Careers, Employability and Skills for help with all career development matters including: career guidance, employer information, employment options (part-time, vacation, placement and graduate), career implications of module choices and programmes/opportunities to develop employment skills and further study options. Students can be referred to Careers at the Guidance Centre or contact careers directly via the e-guidance facility on www.qub.ac.uk/careers. School Placement Officer, where relevant, for placements that are internally organised within a course Exchange and Study Abroad team: Advice on opportunities to study abroad under the Erasmus, University Exchange and Study USA programmes. Ext 5255, email erasmus@qub.ac.uk, website www.qub.ac.uk/erasmus Students’ Union Enterprise: Advice on starting a business and other enterprise and employability opportunities. Ext. 1065 or enterprisesu@qub.ac.uk
Financial difficulty	
<ul style="list-style-type: none"> Listen Suggest student seeks help Refer with student’s agreement 	<ul style="list-style-type: none"> Student Guidance Centre (Income and Student Finance) (9097-2767) SU Advice Centre Manager and Financial Adviser – including advice regarding loans, fees and hardship funds (Connie Craig 9097 1049 connie.craig@qub.ac.uk) SU Money Management Adviser – including advice regarding overdrafts, arrears payments and budgeting (Debbie Forsey 9097 1166 d.forsey@qub.ac.uk)