Personal Development Portfolio

Student details

|  |  |
| --- | --- |
| **Student name:** | Click here to enter text. |
| **Student number:** | Click here to enter text. |
| **Title of thesis:** | Click here to enter text. |
| **Faculty/department:** | Choose an item. |
| **Mode of study** | Choose an item. |
| **Current registration** | Choose an item. |
| **Supervisory team** | |
| **DoS name:** | Click here to enter text. |
| **Supervisor name:** | Click here to enter text. |
| **Supervisor name:** | Click here to enter text. |

Please use the PDP to record your meetings with your supervisory team. You should bring your PDP with you to each supervisory meeting (whether hardcopy or electronic) to ensure that everyone has a shared understanding of agreed actions after meetings. Recording of training undertaken can also be done via the Researcher Development Planner and a pdf of your RDF can be submitted instead of tables 2 and 3 below. We recommend that you keep you PDP updated each time you have a meeting or engage with training/conferences.

*You will be required to submit your PDP (or RDF equivalent) with your appraisal documents next May.*

#### Table 1: Record of Supervision Meetings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Persons present** | **Work submitted prior to the meeting?** | Main issues discussed/activities undertaken | **Actions agreed before next meeting** |
| Click here to enter a date. |  | Choose an item. |  |  |
| Click here to enter a date. |  | Choose an item. |  |  |
| Click here to enter a date. |  | Choose an item. |  |  |
| Click here to enter a date. |  | Choose an item. |  |  |
| Click here to enter a date. |  | Choose an item. |  |  |
| Click here to enter a date. |  | Choose an item. |  |  |
| Click here to enter a date. |  | Choose an item. |  |  |
| Choose an item. |  | Choose an item. |  |  |
| Click here to enter a date. |  | Choose an item. |  |  |
| Click here to enter a date. |  | Choose an item. |  |  |
| Click here to enter a date. |  | Choose an item. |  |  |

#### Table 2: Record of training attended in response to training needs analysis

NB: this may be modules completed, workshops attended, or other training agreed with your supervisor. *Please note: you may use your RDF reports instead of this table.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | Details of training | **Learning outcomes** | [**Researcher Development Framework**](http://rdfplanner.vitae.ac.uk/) **descriptor(s) addressed** |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |

#### Table 3: Record of conferences attended in response to training needs analysis

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | Conference details | **Brief summary of participation (attended, presenting etc.)** | [**Researcher Development Framework**](http://rdfplanner.vitae.ac.uk/) **descriptor(s) addressed** |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |
| Click here to enter a date. |  |  |  |