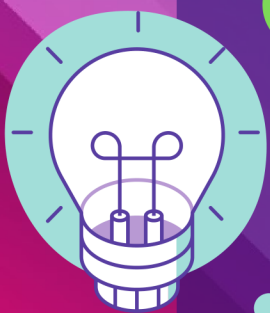


PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAMME

a student's guide



1 The purpose of the programme

Designed to put you in control of your personal and professional development, you can now choose which online sessions and courses you complete to support the development of your knowledge, skills and behaviours.

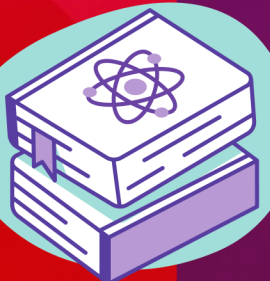
2 How to access the programme

The Personal and Professional Development Programme can be found on LearnZone. With its bright coloured tile, it's hard to miss! Once you have enrolled onto a course you will be able to access it through 'My courses'.



3 How the programme works

With a range of topics and courses, you can choose to complete individual sessions across several courses or work towards completing an entire course or topic. Your tutors may also signpost you to useful sessions or courses.



4 Prepare for lift-off

You should allow 1-hour to complete each session and aim to complete one session per week. You could complete more than one if you have time, but must complete 30 sessions over the year to fulfil your programme hours.



5 How will I be marked

Each session contains a number of questions. You must answer 60% correctly (unless stated otherwise) for the session to be marked complete. You must complete the sessions on a PC or laptop to ensure it tracks properly.



6 How will I monitor my progress

Your tutor will be able to monitor the number of sessions you have completed and advise you as to whether you are on target to complete the required number of hours over the year.

