

Electronic Personal Development and Learning Plan: Handbook for Supervisors

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Contents

Section		Page
1	Introduction	3
2	Accessing the PDLP	3
3	Main PDLP Screen	4
4	Personal and Supervisory Tab	4
5	Timetable Tab	5
6	Learning Needs and Skill Development Tab	5
7	Research Training Tab	6
8	Targets and Objectives Tab	7
9	Thesis Tab	8
10	Supervisor Meetings Tab	9
11	Downloading the PDLP	11
12	Troubleshooting	11

1. Introduction

The Personal Development and Learning Plan (PDLP) is a record of a student's academic details such as the Supervisory Team, progress through formal milestones and changes to registration information.

The PDLP takes the form of a 'living' journal, accessible through the University's eVision system. It is a central electronic platform for a research student to record their individual ongoing developmental & training needs, a log of targets and objectives, thesis progress and a record of supervisory meetings during their journey towards their research degree.

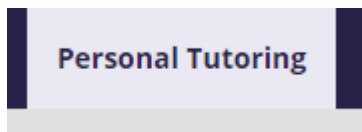
It is therefore essential that both the Student and the Lead Supervisor have a role in maintaining an oversight over the Student PDLP and keeping it up to date.

The electronic PDLP will be subject to periodic updates, such as format and additional features. Updated handbooks will be available from the Keele website: www.keele.ac.uk/research/currentpgrstudents/researchtraining/ when updates happen.

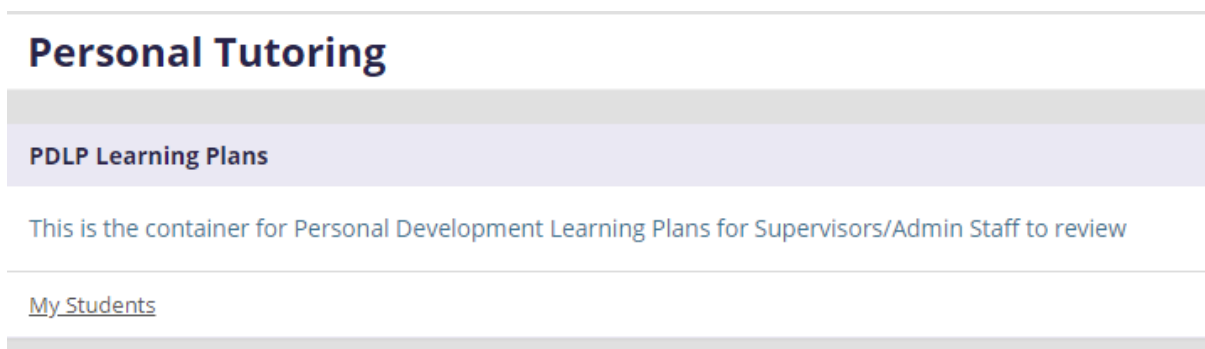
2. Accessing the PDLP

To Access the PDLP, you will need to log into your eVision account. Access to eVision is via: <https://scims.keele.ac.uk/> where you will be asked to input your Keele username and password.

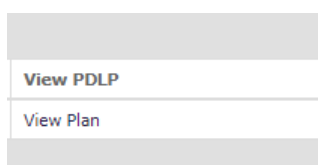
Click on the 'Personal Tutoring' tab.



Then click 'My Students':



Then click 'View Plan' for the student's plan you want to view from your list of students.



3. Main PDLP Screen

Postgraduate Research Student Personal Development and Learning Plan

Personal and Supervisory Details

Timetable

Learning Needs and Skill Development

Research Training

Targets and Objectives

Thesis

Supervision Meetings

From the main PDLP screen you will then be able to click on the tabs (as shown above) to access the different sections of the PDLP for you to view. You can also move from one tab to the next screen using the 'Next' button at the bottom of each screen.

4. Personal and Supervisory Details Tab

PDLP Section 1: Student details

This is the information that is held on your student's record. If you believe that there are any errors please contact studentrecords@keele.ac.uk

PDLP Section 2.1: Supervisory Team

These are the details of the Supervisory Team held on the student record.

The student is able to add in the details of the Supervisory Teams expertise and contribution.

PDLP Section 2.2: Changes to Supervisory Team

Any changes to the Supervisor Team, following approval by the Faculty/ RI PGR Committee, will be shown here.

PDLP Section 2.3 Holiday Requests

This is a log of your student's holidays and time away from the University. The student will add these details into the Student version of the PDLP.

Date from	Date to	Location	UK or Overseas	Reason
				Holiday -
15/10/2018	19/10/2018	France	Overseas	Holiday - Holiday

Previous Plans and Hours

If your student has previously started a Paper/ Word Version of their PDLP, this can be uploaded to the electronic PDLP. If they have uploaded a document to view it will show in the 'Documents that have been uploaded' section.

Documents that have been uploaded

[Previous PDLP.pdf Uploaded on 19 Oct 2018](#)

At the bottom of the Section, previous hours can be approved when transferring from a previous paper version of the PDLP.

Approve previous number of hours: 100

Already Approved

5. Timetable Tab

PDLP Section 3: Timetable

This information is held on your student's record and is automatically generated from the University's system.

PDLP Section 3.1: Formal Milestones

Formal Milestones are key events that show the progression of the research studies. The actual date will be shown after each Formal Milestone has been completed.

As a Supervisor you are able to edit an existing Milestones target date. To edit the Milestone target date select the Milestone to be edited from the drop down box.

Select a milestone:	<input type="text" value="Annual Progress Review 1"/>	<input type="button" value="Select"/>
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Then add the Target date, then click 'Save.'

Target Date	<input type="text" value="dd/mm/yyyy"/>	<input type="button" value="Save"/>
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Note: For Overseas Fee paying students the Course Start cannot be changed, due to Visa restrictions. Please contact studentrecords@keele.ac.uk if you have any queries about start dates.

Please note, the timetable and formal milestone dates do not automatically update following a leave of absence or change in mode of attendance.

We are unable to rectify this issue currently and therefore suggest students (whom this affects) use their Outlook diaries to manage deadlines.

PDLP Section 3.2: Interim Progress Reviews

This is pre-populated data that shows Target dates set and grades ratified by the Faculty/RI PGR Committee.

Please note, Interim Progress Reviews are requested October and April every year, regardless of your start date so please disregard the deadlines noted in this section.

PDLP Section 3.3: Request for LOA or Extensions

This is pre-populated data that shows formal Leave of Absences (LOAs) and extensions to the maximum time as held on the student record.

PDLP Section 3.4: Changes to Mode of Attendance (MOA)

This is pre-populated data as held on your student's record that shows the Mode of Attendance and any changes.

6. Learning Needs and Skill Development Tab

PDLP Section 4: Learning Needs and Skills Development Objectives

In this section, you will be able to view your student's analysis of their research needs and how they

will develop their skills needed for their research.

The learning needs and skills can be categorised into four Research Development Framework (RDF) Domains (A-D) with a fifth (E) for other additional considerations. RDF Domains A-D each have subsets (1-3). See <https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view> for further details.

PDLP Section 4.1: Analysis of Needs and Objectives

You will be able to view your student's learning needs, skills and development as per the RDF Domains.

To add comments, type your comments in to the text box and click 'Add more Comment'

Add Supervisor Comment	<input type="text"/>	Add more Comment
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The comments can then be seen in the 'Supervisor Comment' Section.

Supervisor Comment	Good range of learning needs that are appropriate for your research
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To add further comments, type additional text underneath the original comments in the 'Add Supervisor Comment' section and click 'Add more Comment'.

Add Supervisor Comment	Good range of learning needs that are appropriate for your research. Language course essential for your research.	Add more Comment
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The additional comments can then be seen in the 'Supervisor Comment' Section and the student will be able to view your comment on the Student version of the PDLP.

Supervisor Comment	Good range of learning needs that are appropriate for your research. Language course essential for your research.
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7. Research Training Tab

PDLP Section 5.0: Record of Research Training and Skills Development

In this section, your student will record their research training and development.

PhD students enrolled on or after August 1st 2013 must complete a minimum of 200 hours training in personal development and employability skills (through accredited Keele modules (10 credits is equivalent to 100 hours), non-accredited courses in a variety of formats, or a mixture of both) plus any subject-specific requirements set by the Research Centre (see 5.2).

PDLP Section 5.1: Research training and skills development prior to registration

If there are any previous research training and skills approved by the Faculty/ RI PGR Committee this will show in this section.

PDLP Section 5.2: Record of Compulsory and Optional credit-bearing Modules

This is pre-populated data as held on your student's record that shows the Modules your student is taking at Keele.

PDLP Section 5.3: Research Training Log

You are able to view the Student Research Training Log in Section 5.3. As a Supervisor, you can recommend a new module or activity.

To recommend a new module or training activity, complete each field, adding text in the boxes as appropriate in the 'Recommend a new module or training activity' Section.

When you have finished your description, click the 'Add' button.

Recommend a new module or training activity:

Module title or activity("MANDATORY")	<input type="text" value="EXAMPLE: Your PhD: Get The Timings Right"/>
Module Code (if applicable)	<input type="text" value="N/A"/>
Credit/Hours	<input type="text" value="3"/> Hours ▾
Add Date Started	<input type="text" value="16/10/2018"/>
Add Date Completed	<input type="text" value="16/10/2018"/>
<input type="button" value="Add"/>	

When the new module or training activity has been added it will show in the main track.

Module Title or Training Activity:	EXAMPLE: Your PhD: Get The Timings Right (*Recommended by Lead Supervisor)
Module Code(if applicable):	N/A
Hours:	3
Date Started:	16/10/2018
Date Completed:	16/10/2018

Date	Details of skills acquired/activities undertaken/reflection on value of training etc
Documents that have been uploaded	

Note: New module or training activities will be ordered by date added.

Please note, any PGR student (excluding Professional Doctorates) who registers for a module will need to add the training hours themselves. They should not undertake an assessment for credits, as this will result in additional tuition fee charges.

8. Targets and Objectives Tab

PDLP Section 6.0: Plan and Record of Research Activities

In this section, your student will record their research activities, targets and objectives.

PDLP Section 6.1: Research targets and objectives to be achieved

This is a list of your student's objectives and how they are tracking their targets to meet the objectives. Any changes to Objectives and Target dates are to be agreed in conjunction you.

You can add a Research Target. To do so, complete each field adding text in the boxes as appropriate in the 'Add a new Research Target' Section. When you have finished your description, click the 'Add Target' button.

Add a new Research Target:

Date Objective Set:	<input type="text" value="dd/mm/yyyy"/> *Mandatory	Target Date:	<input type="text" value="dd/mm/yyyy"/>	Status:	<input type="text" value="In Progress"/>	Date Completed:	<input type="text" value="dd/mm/yyyy"/>
Target Note:	<input type="text"/>	Objective:	<input type="text"/>				

The Research Target will then show in the track, highlighted in Green for active Targets. Each target will be assigned a sequence number and will have a 'Y' in the Supervisor Added/ Edited column.

10	ACTIVE	22/10/2018	Y	22/12/2018	PGR Induction to Keele University	Write a Historiography and Review of my subject area.	IN PROGRESS
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To edit a previously saved Research Target, select the Research Target sequence number to be edited in the drop down box in the 'Edit an existing Research Target' Section. (Only Active Research Targets can be edited).

Edit an existing Research Target above:

Select a Research Target:

Add a new Research Target:

Date Objective Set:	<input type="text" value="22/10/2018"/> *Mandatory	Target Date:	<input type="text" value="22/12/2018"/>	Status:	<input type="text" value="In Progress"/>	Date Completed:	<input type="text" value="dd/mm/yyyy"/>
Target Note:	<input type="text" value="Historiography"/>	Objective:	<input type="text" value="Write a Historiography of my subject area."/>				

The text of the Research Target can then be edited in the 'Add a new Research Target' section.

When you have finished editing, click on the 'Update Activity' button.

Note: When editing a Research Target, the original target will not be deleted from the track. The most recent version of the target will supersede this. The previous target will be marked in blue, as 'Inactive', and the updated version will be in green, as 'Active'

6	INACTIVE	22/10/2018		22/12/2018	Historiography	Write a Historiography of my subject area.	IN PROGRESS
7	ACTIVE	22/10/2018	Y	22/12/2018	Historiography and Review	Write a Historiography and Review of my subject area.	IN PROGRESS

If you have selected the incorrect Research Training to edit, click the 'Clear Selection' button.

9. Thesis Tab

PDLP Section 6.2: Thesis Chapters and progress with Thesis

In this section, your student will record the Thesis Chapters and progress on their Thesis.

As a Supervisor you can add a Thesis Chapter by completing each field adding text in the boxes as appropriate in the 'Add a new Thesis Chapter' Section. When you have finished the description, click the 'Add Chapter' button.

Add a new Thesis Chapter:

Target Date:	<input type="text" value="dd/mm/yyyy"/>	Draft or Final:	<input type="text" value="Draft"/>	Date Completed:	<input type="text" value="dd/mm/yyyy"/>
Proposed Chapter:					
<input type="text"/>					
<input type="button" value="Add Chapter"/>					

The Thesis Chapter will then show in the track. Each entry will be assigned a sequence number.

3	30/10/2018	Chapter 15 Outline - investigations and analysis into chapters	DRAFT
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To edit a previously saved Thesis Chapter, select the sequence number to be edited in the drop down box in the 'Edit an existing Thesis Chapter' Section.

The text of the sequence can then be edited in the 'Add a new Thesis Chapter' section.

Add a new Thesis Chapter:

Target Date:	<input type="text" value="30/10/2018"/>	Draft or Final:	<input type="text" value="Draft"/>	Date Completed:	<input type="text" value="dd/mm/yyyy"/>
Proposed Chapter:					
<input type="text" value="Chapter 15 Outline - investigations and analysis into chapters"/>					
<input type="button" value="Update Chapter"/>					

When you have finished editing, click on the 'Update Chapter' button. The updated details will then show in the track.

3	30/10/2018	Chapter 15 Outline - investigations and analysis into chapters Update - add a review also.	FINAL	31/10/2018
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If you have selected the incorrect sequence number to edit, click the 'Clear Selection' button.

10. Supervision Meetings Tab

PDLP Section 7.0: Record of Supervision Meetings/ Discussions

In this section, your student will record the meetings and discussions with the Supervisory Team

(including remote supervision).

As a Supervisor, you can add a Meeting by completing each field adding text in the boxes as appropriate in the 'Add a new Record of Supervision Meeting/ Discussion' Section. When you have finished your description, click the 'Add Meeting' button.

Add a new Record of Supervision Meeting/Discussion:

Meeting Date:	<input type="text" value="dd/mm/yyyy"/>	Meeting Time:	<input type="text" value="hh:mm"/>	People present:	<input type="text"/>
Key Points and decisions made:	<input type="text"/>				
<input type="button" value="Add meeting"/>					

The Meeting will then show in the track. Each entry will be assigned a sequence number.

6	22/10/2018	14:00	Lead Supervisor	Discussion on how to write a good Historiography and progress so far.	
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Meetings added will be displayed in chronological order, not by sequence number.

To edit or leave comments on a previously saved Meeting that either you or your student have created, select the sequence number to be edited in the drop down box in the 'Edit an existing Supervision Meeting/ Discussion' Section.

Edit an existing Supervision Meeting/Discussion:

Select a Supervision meeting/discussion:	<input type="button" value="6"/> <input type="button" value="Select"/>	<input type="button" value="Clear Selection"/>
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The text of the sequence can then be edited and comments added in the 'Add an existing Supervision Meeting/ Discussion' section.

Add a new Record of Supervision Meeting/Discussion:

Meeting Date:	<input type="text" value="22/10/2018"/>	Meeting Time:	<input type="text" value="14:00"/>	People present:	<input type="text" value="LEAD SUPERVISOR"/>
Key Points and decisions made:	<input type="text" value="Discussion on how to write a good Historiography and progress so far. Discussed Milestones also"/>				
Supervisor's comment:	<input type="text" value="Good Historiography and progress so far."/>				
<input type="button" value="Update Meeting"/>					

When you have finished editing, click on the 'Update Meeting' button. The updated details will then show in the track.

6	22/10/2018	14:00	Lead Supervisor	Discussion on how to write a good Historiography and progress so far. Discussed Milestones also	
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If you have selected the incorrect sequence number to edit, click the 'Clear Selection' button.

On the Student PDLP there is a function to 'Email PDLP to Supervisor'. When the student clicks the 'Email PDLP to Supervisor' button, an email will be sent to the Lead Supervisor to log into the Supervisor Version of PDLP, to review what has been recorded so far.

The email will state:

The PDLP Learning Plan has been submitted by the student xxxxxxxx for review by you. You can log into your eVision account at the following direct link (<https://scims.keele.ac.uk>) and click on Personal Tutoring tab, or through the Staff Keele Learning Environment (KLE) to review the PDLP. Thanks.

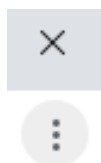
Please ensure that when your student reaches Progress Review 3, they have selected the 'email PDLP to supervisor' function as stated above.

This process feeds into student records who will ensure, at this point, that the training hours total the required amount, in preparation for your thesis submission.

11. Downloading the PDLP

We are aware the PDLP does not have a download option, and this is something we are unable to resolve currently.

To take a copy for the Interim and Progress Review 1,2 and 3 submissions, open the PDLP and select the three dots at the top right-hand corner of your screen.



Select 'print' and change the destination to 'save as PDF'. Work your way through, repeating for each tab on the PDLP.

Once you have the saved PDF tabs, combine them into a zip folder on your desktop.

12. Troubleshooting

If you are experiencing any issues with logging into or accessing the PDLP from eVision, please contact IT Services at it.service@keele.ac.uk or use the Self Service Portal at <https://servicedesk.keele.ac.uk/tas/public/login/saml>

Edit an existing Thesis Chapter above:

Select a Thesis Chapter:	1 ▼	Select
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