

# Guidance on how to complete a PDP



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# Registering with Farming Connect



Please register with Farming connect using the link below, only then can you access the Lifelong Learning and Development Programme;

<https://businesswales.gov.wales/farmingconnect/farming-connect-registration>

## Logging in to the BOSS system

The BOSS system allows you access to all Farming Connect material. You can also create a Personal Development Plan. This is a useful tool that monitors your progress throughout the programme and is personal to you. It can be updated at any time, demonstrating your personal developments as your knowledge increases. The BOSS system can be accessed using the link below;

<https://businesswales.gov.wales/boss/?lang=en>

DO NOT try and register on to the BOSS system until you have received your **TWO** individual registration e-mails from the Service Centre (following your registration with Farming Connect). These e-mails will contain details of your **USERNAME** and **PASSWORD** which can then be used to **LOG IN**.



Cwmwl Amcangyfridiol Ewrop ar  
Eiddo Ddiwydiol a Gwledig  
Ewrop yn Buddhori'n mewn Ardaloedd Gwledig  
European Agricultural Fund for  
Rural Development  
Europe Investing in Rural Areas



Llywodraeth Cymru  
Welsh Government

# Personal Development Plan (PDP)

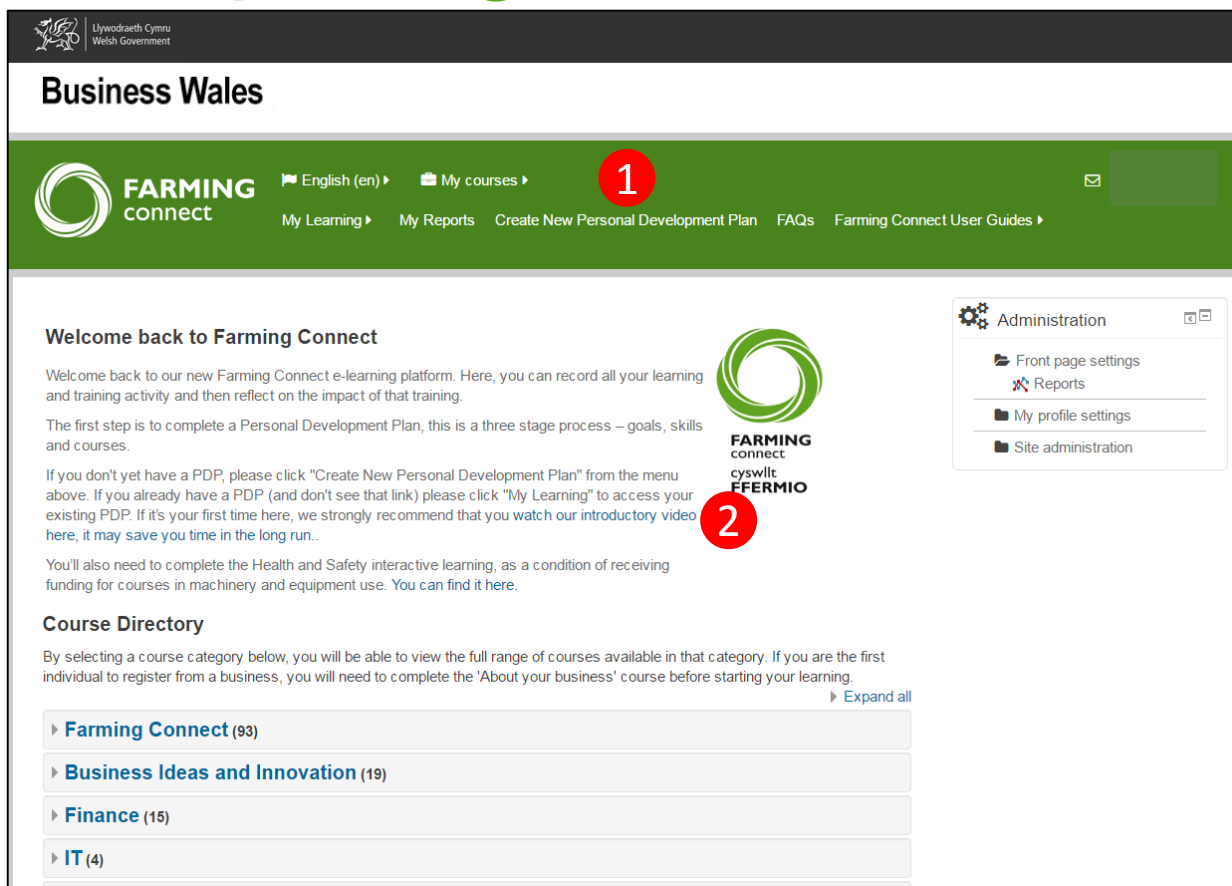
A Personal Development Plan (PDP) is an action plan based on awareness, values, reflection, goal-setting and planning for personal development. It is an ongoing document that can be updated at any time and is personal to the individual completing it.

It also assists in identifying strengths and weaknesses and enables the individual and others to measure progress. In line with this, completion of an on-line PDP will be a compulsory first step for an eligible individual to access the funding for training to the Lifelong Learning and Development Programme.

The plan is a useful tool in signposting certain areas where strengths could be maximised and weaknesses improved.



# Completing the PDP

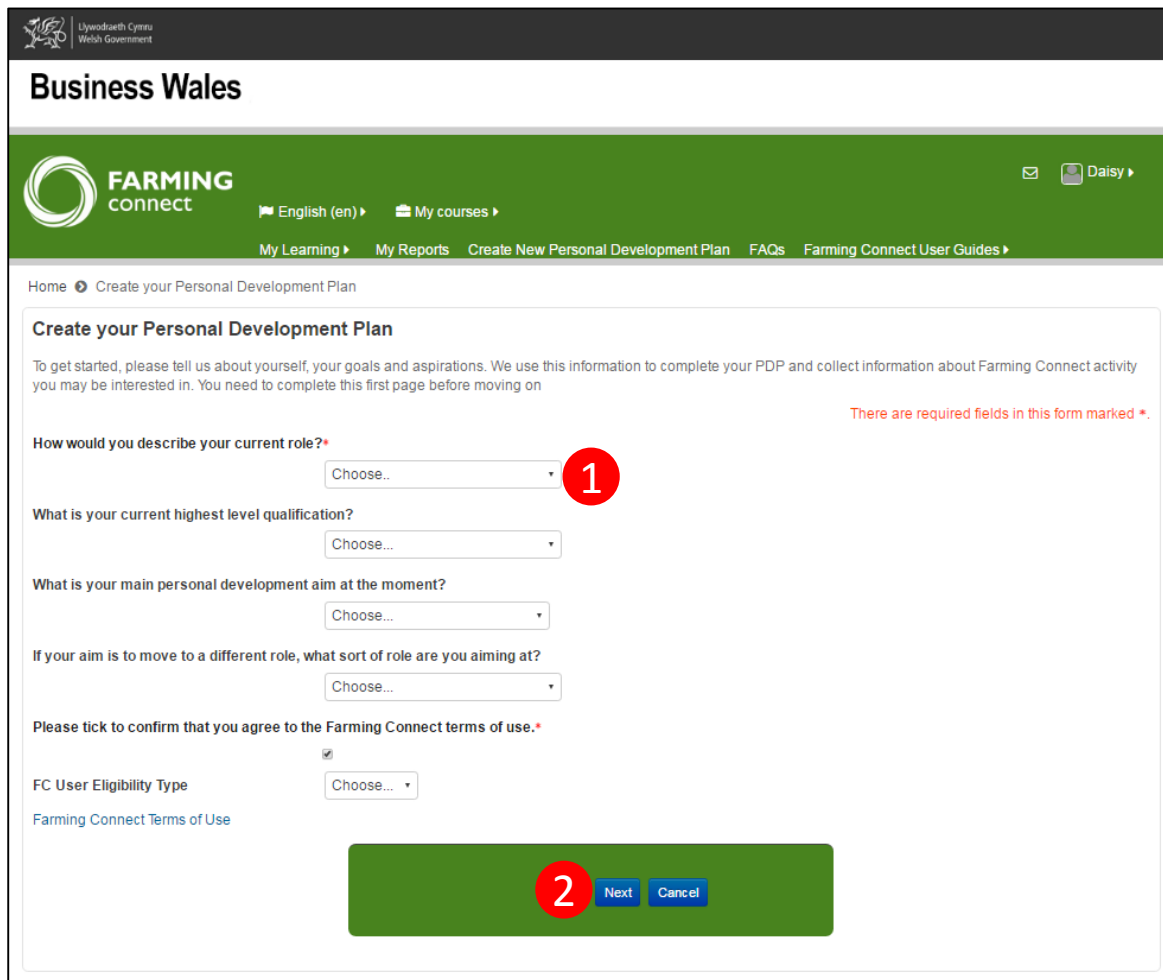


Once you have logged in to the Business Wales website, the following screen will appear.

1. Click on the link **'Create New Personal Development Plan'**.
2. Watch a short video demonstrating the PDP completion process

*The video demonstration is only 5 minutes and it is recommended you watch this first to save time when completing the PDP.*

# Completing the PDP



Uywodraeth Cymru  
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## Business Wales

FARMING connect

English (en) My courses

My Learning My Reports Create New Personal Development Plan FAQs Farming Connect User Guides

Home Create your Personal Development Plan

### Create your Personal Development Plan

To get started, please tell us about yourself, your goals and aspirations. We use this information to complete your PDP and collect information about Farming Connect activity you may be interested in. You need to complete this first page before moving on

There are required fields in this form marked \*.

How would you describe your current role?\*

Choose...

What is your current highest level qualification?

Choose...

What is your main personal development aim at the moment?

Choose...

If your aim is to move to a different role, what sort of role are you aiming at?

Choose...

Please tick to confirm that you agree to the Farming Connect terms of use.\*

☒

FC User Eligibility Type

Choose...

[Farming Connect Terms of Use](#)

Next Cancel

The following screen will appear.

1. Fill out **ALL** of the questions asked by clicking on the individual drop down menus.
2. Click Next once all questions have been answered.

# Completing the PDP

You have now created your Plan and the following screen will appear.

1. You will now need to fill in your PDP by inputting information within the required fields of the PDP. You can navigate across tabs by clicking the tab you would like to view.

To make any alterations to the information you have supplied, simply click on tab you require to navigate to, and change/add any of the information shown.

The 'Overview' tab gives a summary, you do not need to input any additional information here unless you would like to add any useful notes.

[Home](#) [My Learning](#) [Learning Plans](#) [Herdsperson](#)

Plan creation successful

**Plan: Herdsperson**

1

1. Overview

2. Goals

3. Skills

4. Courses

This is a summary of your PDP. Click the "Skills" tab above, to view the skills for your role, self-assess, and view courses relevant to each skill. Click the "Course" tab to see the courses already added to your PDP, and directly add more.

[Plan details](#)

Job role


Herdsperson

Date started

21 February 2017

Add a comment...

Save comment



**FARMING**  
connect  
cyswilt  
**FFERMIO**

Your PDP consists of 4 sections. This overview page shows the job role you selected, and the start date of the PDP. You may be asked to quote this information when talking to the Service Centre. The comments section on this page can be used to log general thoughts about your PDP. [Click for more...](#)

[Video Tutorial](#)



# Completing the PDP

## GOALS

1. Click on the '**Goals**' tab
2. Click on '**Add new goal**' button

Home ➤ Site pages ➤ Welcome to Farming Connect Welcome to o... ➤ My Learning ➤ Learning Plans ➤  
Herds person ➤ 2. Goals

Plan: Herds person

1. Overview 2. Goals 3. Skills 4. Courses

This page is for identifying your business and personal development goals. Goals can be short or long term, they can relate to your personal ambitions or they may address challenges or opportunities in your business. Please click on 'Add Goals' below to create a Goal.

2 Add new goal

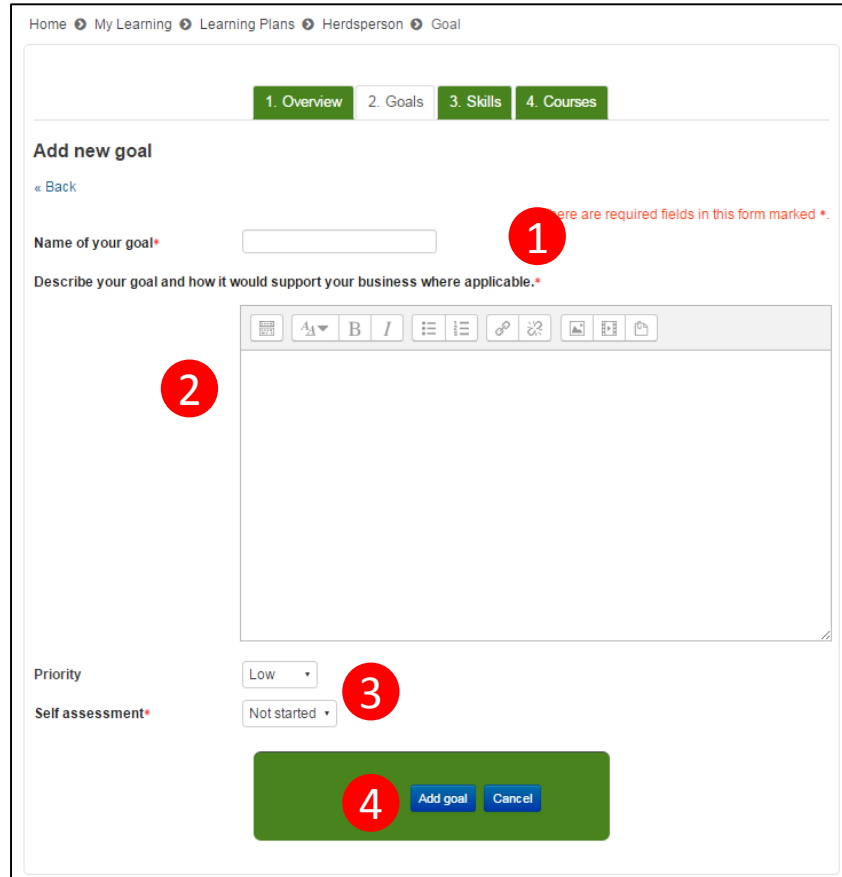




# Completing the PDP

## Goals continued...

1. Enter a **short or long term goal** that you have in the relevant field
2. Describe your goal in more detail in the '**Goal description**' field.
3. Prioritise your goal and self assess yourself on the goal you have described using the drop down menus.
4. Click '**add goal**'.



Home • My Learning • Learning Plans • Herdperson • Goal

1. Overview 2. Goals 3. Skills 4. Courses

**Add new goal**

[« Back](#)

Name of your goal\*  **1** There are required fields in this form marked \*.

Describe your goal and how it would support your business where applicable.\*

**2**

Priority  **3**

Self assessment\*  **3**

**4**

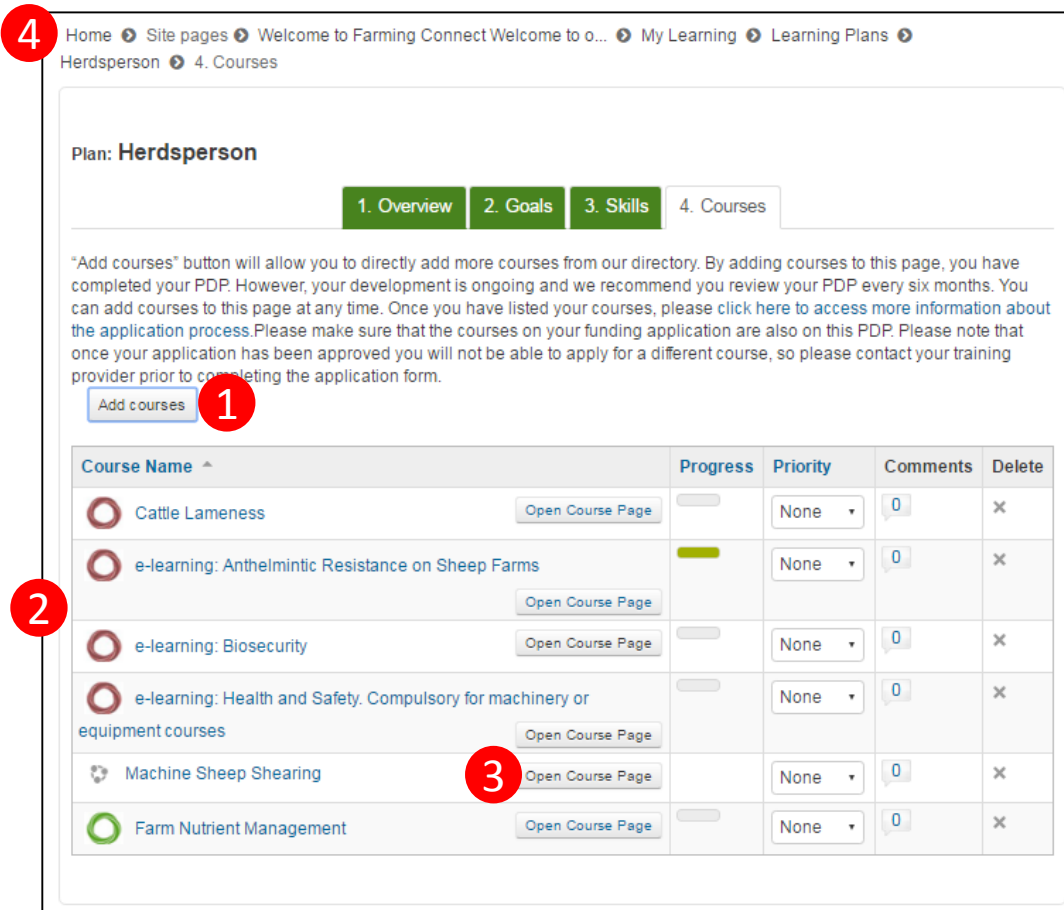
# Completing the PDP

## Courses

Add courses to your PDP by selecting the tab titled '**Courses**.'







1. To add a course simply click '**add course**' and select the course from the list relevant to you.
2. All of your courses will then appear on your PDP (shown below).
3. If you click on '**Open Course Page**' then it will give you more detail about that specific course.
4. Go back to the home page by clicking on 'Home' in the red bar at the top; and

Your PDP will save automatically



The screenshot shows the 'Courses' tab selected for a user named 'Herds person'. The page has a breadcrumb trail: Home > Site pages > Welcome to Farming Connect > Welcome to o... > My Learning > Learning Plans > Herds person > 4. Courses. Below the breadcrumb, there are four tabs: 1. Overview, 2. Goals, 3. Skills, and 4. Courses (which is active). A text block explains the 'Add courses' button: "Add courses" button will allow you to directly add more courses from our directory. By adding courses to this page, you have completed your PDP. However, your development is ongoing and we recommend you review your PDP every six months. You can add courses to this page at any time. Once you have listed your courses, please [click here to access more information about the application process](#). Please make sure that the courses on your funding application are also on this PDP. Please note that once your application has been approved you will not be able to apply for a different course, so please contact your training provider prior to completing the application form.

 Below the text is a table of courses. The table has columns: Course Name, Progress, Priority, Comments, and Delete. There are six courses listed. The 'Add courses' button is highlighted with a red circle and the number 1. The 'Machine Sheep Shearing' course is highlighted with a red circle and the number 3. The 'e-learning: Anthelmintic Resistance on Sheep Farms' course is highlighted with a red circle and the number 2.

Course Name	Progress	Priority	Comments	Delete
 Cattle Lameness <a href="#">Open Course Page</a>	<div></div>	None	0	×
 e-learning: Anthelmintic Resistance on Sheep Farms <a href="#">Open Course Page</a>	<div></div>	None	0	×
 e-learning: Biosecurity <a href="#">Open Course Page</a>	<div></div>	None	0	×
 e-learning: Health and Safety. Compulsory for machinery or equipment courses <a href="#">Open Course Page</a>	<div></div>	None	0	×
 Machine Sheep Shearing <a href="#">Open Course Page</a>	<div></div>	None	0	×
 Farm Nutrient Management <a href="#">Open Course Page</a>	<div></div>	None	0	×

# Completing the PDP

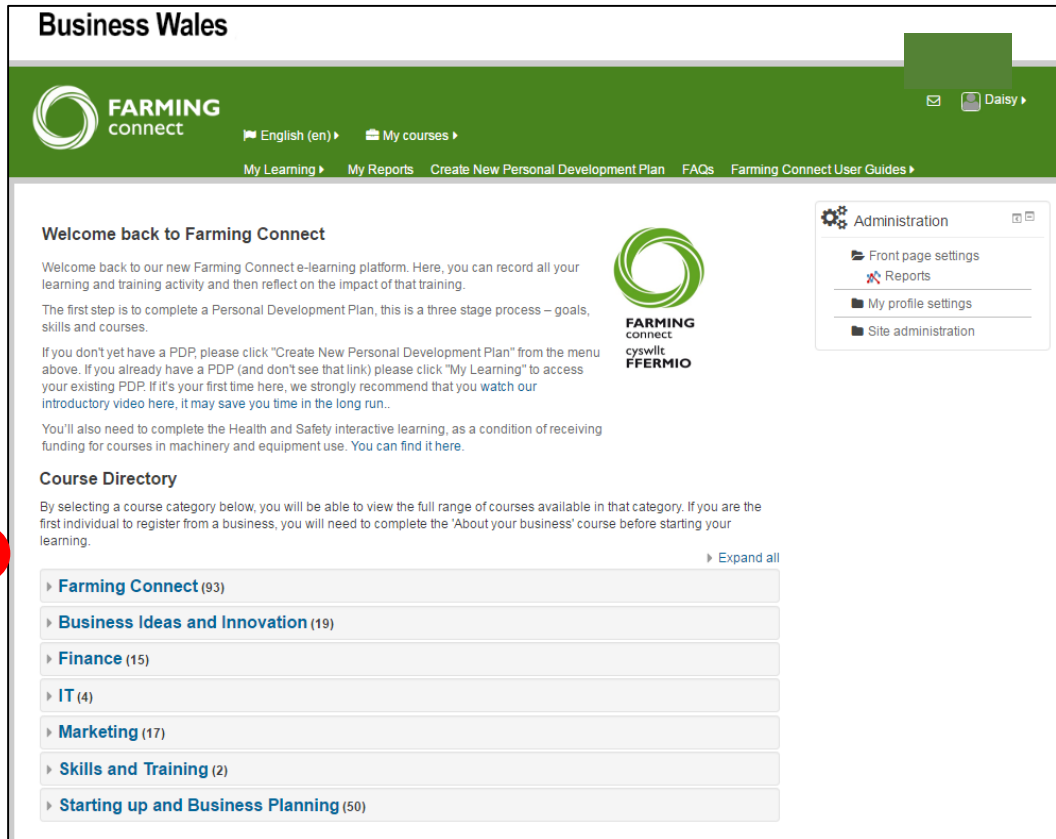
Once you have added information in to all four tabs, you have completed your PDP and you can navigate away from the page.

You do not need to save your PDP as this is automatically done for you. You can add/amend any information in your PDP at any time by simply logging back in and clicking on the tab you want to amend. You can then take a look at the progress you have made.



# Available Courses

All courses are available to all users of Farming Connect and if you cannot locate the course you are looking for then:



**Business Wales**

**FARMING connect** English (en) My courses

My Learning My Reports Create New Personal Development Plan FAQs Farming Connect User Guides

**Welcome back to Farming Connect**

Welcome back to our new Farming Connect e-learning platform. Here, you can record all your learning and training activity and then reflect on the impact of that training.

The first step is to complete a Personal Development Plan, this is a three stage process – goals, skills and courses.

If you don't yet have a PDP, please click "Create New Personal Development Plan" from the menu above. If you already have a PDP (and don't see that link) please click "My Learning" to access your existing PDP. If it's your first time here, we strongly recommend that you watch our introductory video here, it may save you time in the long run.

You'll also need to complete the Health and Safety interactive learning, as a condition of receiving funding for courses in machinery and equipment use. You can find it here.

**Course Directory**

By selecting a course category below, you will be able to view the full range of courses available in that category. If you are the first individual to register from a business, you will need to complete the 'About your business' course before starting your learning.

Expand all

- Farming Connect (93)
- Business Ideas and Innovation (19)
- Finance (15)
- IT (4)
- Marketing (17)
- Skills and Training (2)
- Starting up and Business Planning (50)

1. On the 'Home' page, Click on '**Farming Connect**' and it will show you the full range of activity.

# Available Courses

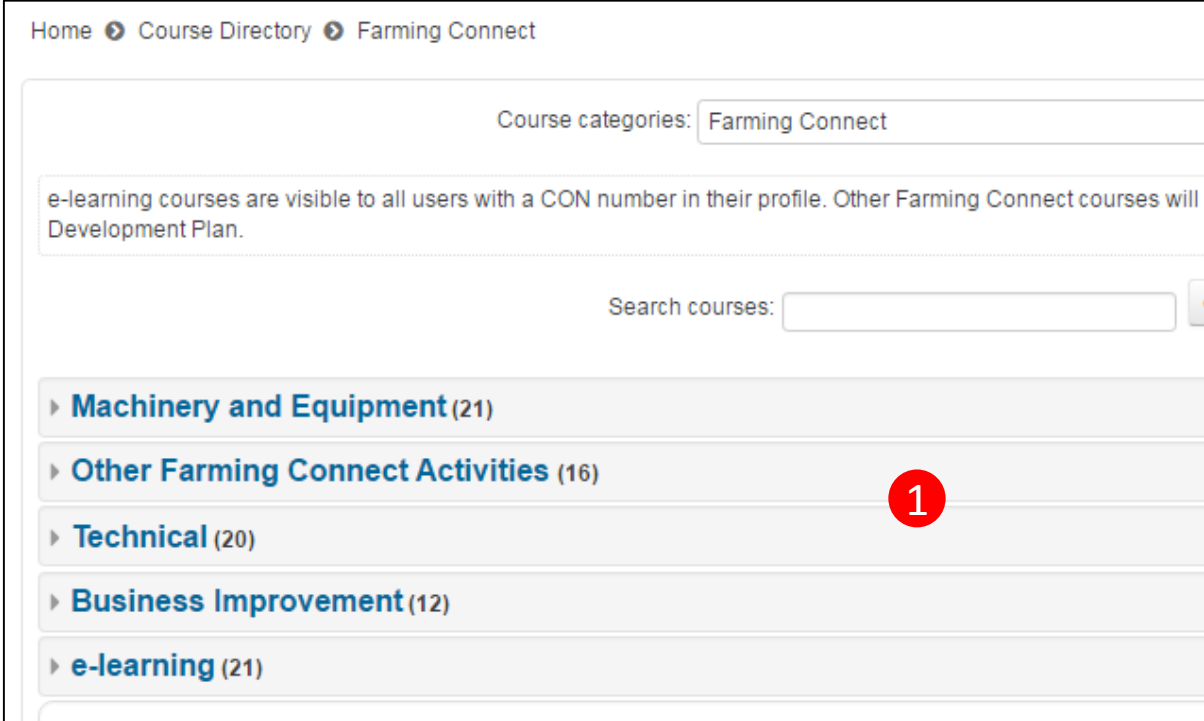
The following screen will appear. This shows the different categories within some of the Farming Connect activity.

1. Navigate to your required course area by clicking one of the categories.

The face to face courses are sub divided into 3 categories:-

- Transformational
- Technical
- Machinery and equipment

E-learning courses are accessible from here, simply click on 'e-learning' and go on to complete the module you desire.



Home Course Directory Farming Connect

Course categories: Farming Connect

e-learning courses are visible to all users with a CON number in their profile. Other Farming Connect courses will Development Plan.

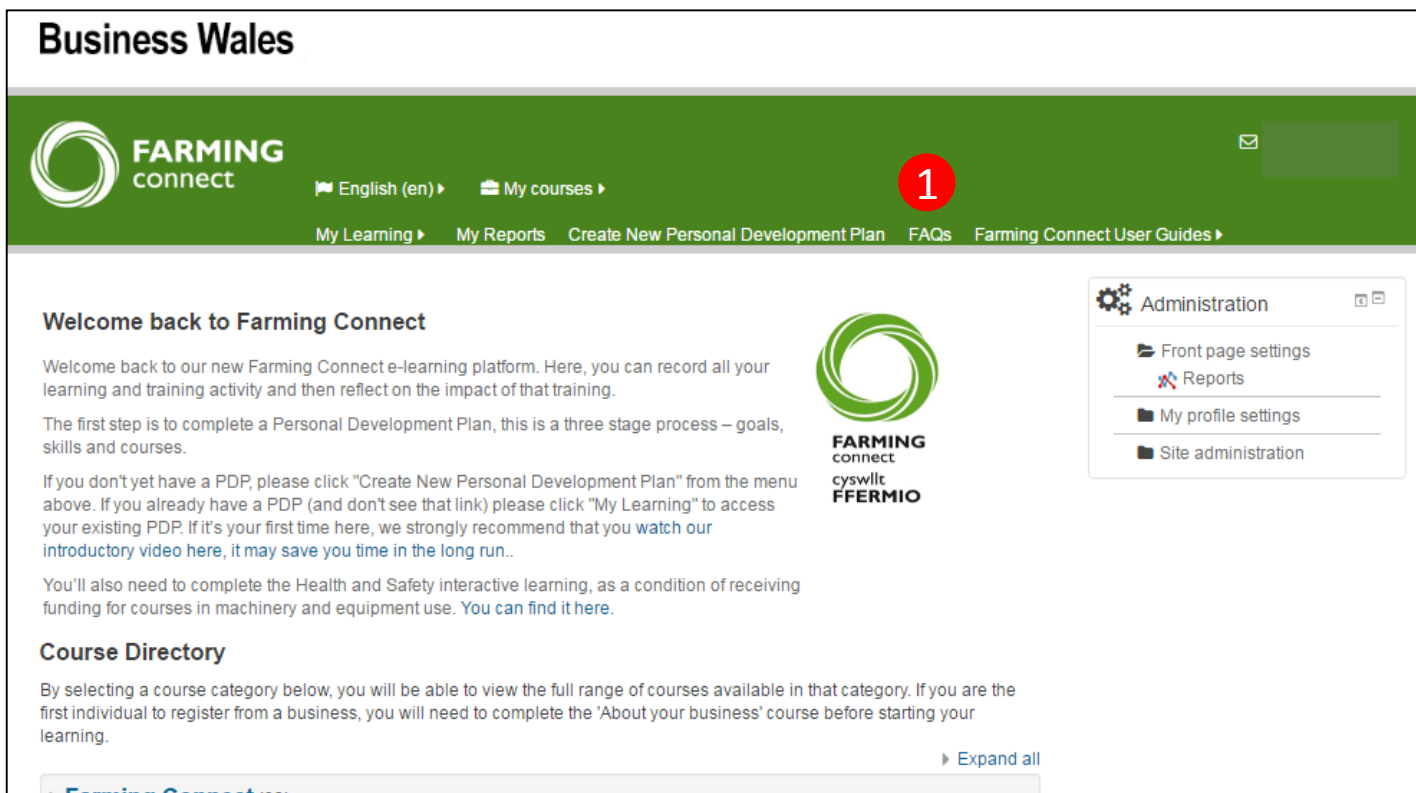
Search courses:

- ▶ **Machinery and Equipment** (21)
- ▶ **Other Farming Connect Activities** (16)
- ▶ **Technical** (20)
- ▶ **Business Improvement** (12)
- ▶ **e-learning** (21)

A red circle with the number 1 is positioned next to the 'Other Farming Connect Activities' category.

# Handy Hints – Technical Issues

This page shows how to address technical issues within the BOSS site itself. If you have problems logging on in the first place, it would be useful to look at these FAQs and how to contact the BOSS team.



**Business Wales**

**FARMING connect** English (en) My courses

My Learning My Reports Create New Personal Development Plan **1** FAQs Farming Connect User Guides

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[Expand all](#)

**Administration**

- Front page settings
- Reports
- My profile settings
- Site administration

1. Click on the wording “Frequently asked questions” and the screen on the following slide will appear.

# Handy Hints – Technical Issues

As you will notice two further clicks have been made. One on the word 'Technical' (1) and one on the phrase; '1. Why can't I see the course content? (Pop-Up Blocker)' (2). This may help if you are having difficulty even viewing the content.

## Frequently Asked Questions

1. *What is BOSS?*
2. *How do I access BOSS courses?*
3. *Technical*

1. Why can't I see the course content? (Pop-Up Blocker)

When you click to enter a BOSS course for the first time you may get a message stating 'Pop-Up Blocked'. A pop up blocker is software that prevents pop-up windows from appearing on a website. To find out how to turn your pop-up blocker off [click here](#).

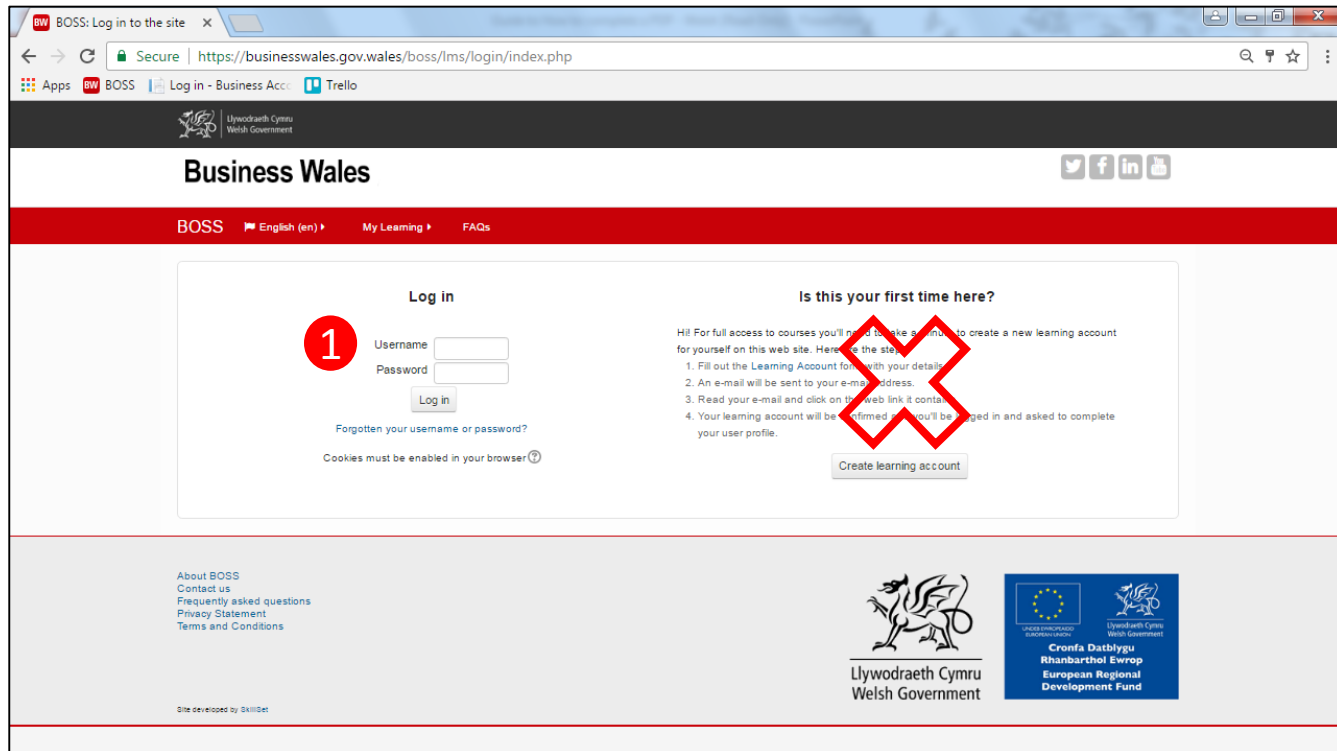
2. How do I close a window?
3. What is an Open Badge?
4. What is a 'backpack'?
5. What web browsers would you recommend I use the BOSS with?

4. *Eligibility and Access*
5. *Support*
6. *Courses*



# Handy Hints – Logging in

Please ensure you log in on the Left hand side of the page with the correct details (1). This is the BOSS login and password details sent to you by the Service Centre. **DO NOT** click on the button which says “Create learning account”. The BOSS system is a Welsh Government website, used by many different sectors. Our Farming Connect E-learning platform sits within that BOSS system and therefore it is not possible to make any changes to this initial page.



BOSS: Log in to the site

Secure | <https://businesswales.gov.wales/boss/lms/login/index.php>

Apps BOSS Log in - Business Account Trello

**Business Wales**

BOSS English (en) My Learning FAQs

**Log in**

1 Username

Password

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

**Is this your first time here?**


Hit For full access to courses you'll need to create a new learning account for yourself on this web site. Here are the steps:


1. Fill out the Learning Account form with your details.
2. An e-mail will be sent to your e-mail address.
3. Read your e-mail and click on the web link it contains.
4. Your learning account will be confirmed and you'll be logged in and asked to complete your user profile.

Create learning account

About BOSS  
Contact us  
Frequently asked questions  
Privacy Statement  
Terms and Conditions

Site developed by Skillset

  
Llywodraeth Cymru  
Welsh Government

  
Cronfa Datblygu  
Rhanbarthol Ewrop  
European Regional  
Development Fund



# Handy Hints – Internet Access

If you do not have access to the Internet, there will be a network of approved training providers, available on the Farming Connect website

<http://business.wales.gov.uk/farmingconnect/training> who can assist with the completion of the PDP.

You can also ask your local Development Officer who can help locate sites with internet access. Farming Connect will be holding several events where it will be possible to complete the PDP at locations across Wales with internet access. More information on these events will become available on the website in due course.



# Handy Hints – Browser Problems

If you are having Browser problems, the BOSS system works best on Google Chrome so it may be advisable to download this browser, this is easy and free to do.

<https://www.google.com/chrome/index.html>.

The Browser acts as your door to the internet. Browsers are all slightly different, but they all allow you to ‘surf’ the internet and access different websites.

If you have a Windows device, you’ll have a browser program called Internet Explorer.

If you have an Apple product, then you’ll use a browser called Safari.

There are also other browsers available, such as Google Chrome and Mozilla Firefox.



# Handy Hints – Live Chat

If you have a technical question, you will see that there is a help arrow bottom left in a yellow box saying “Need help”. Click on upwards arrow on right (1) and you will be able to access Live Chat with the support team 9 to 5. If you are completing the PDP outside of these hours they will get back to you as soon as possible.

