Guidance on how to complete a PDP

Contents

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**.

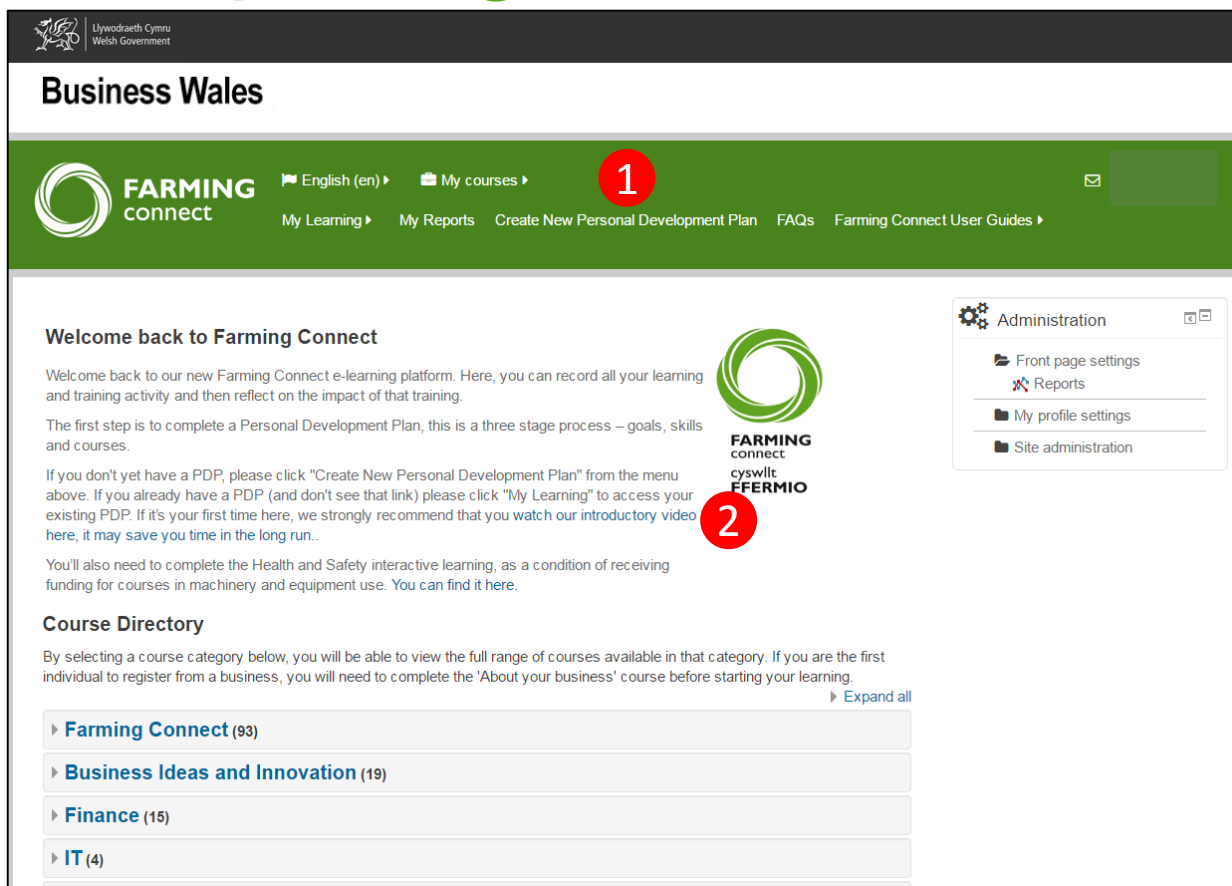# Personal Development Plan (PDP)

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.
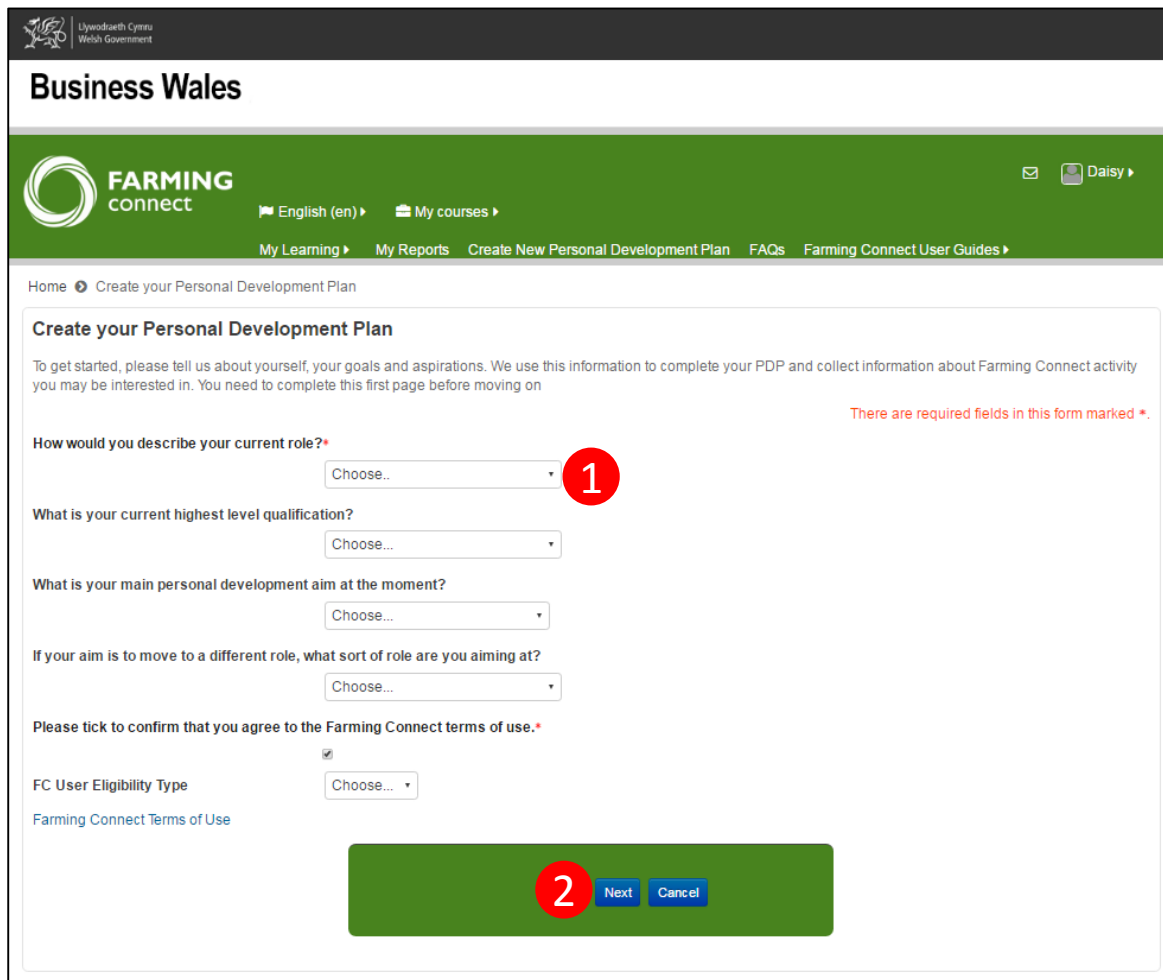
Completing the PDP

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

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.

Completing the PDP

GOALS

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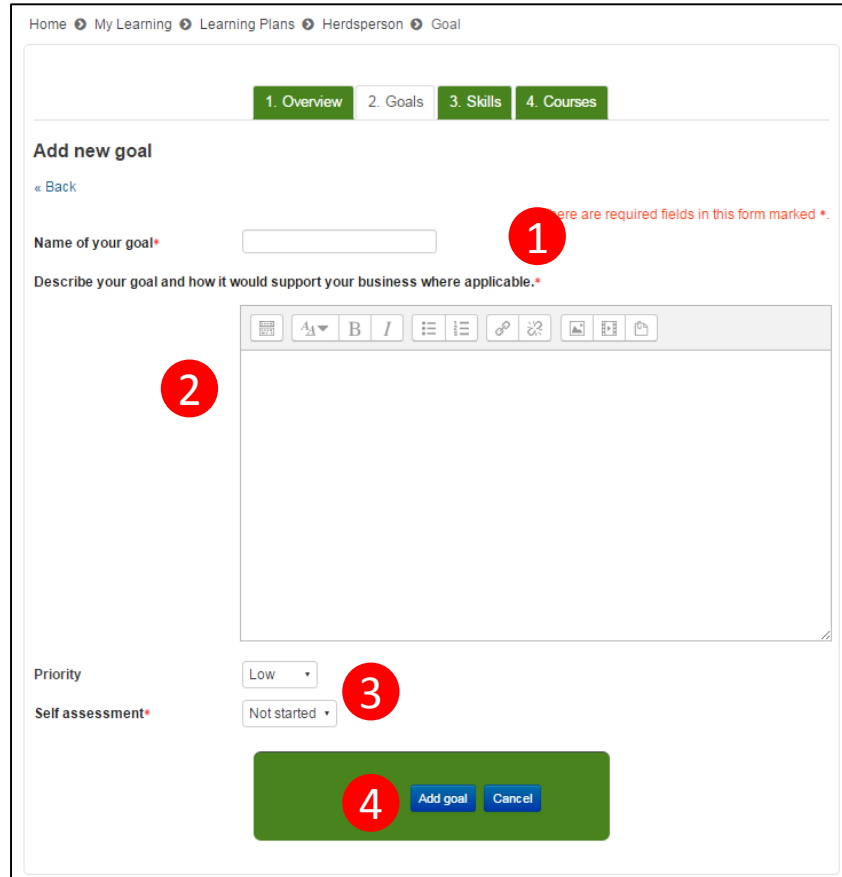2. Click on '**Add new goal**' button

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.
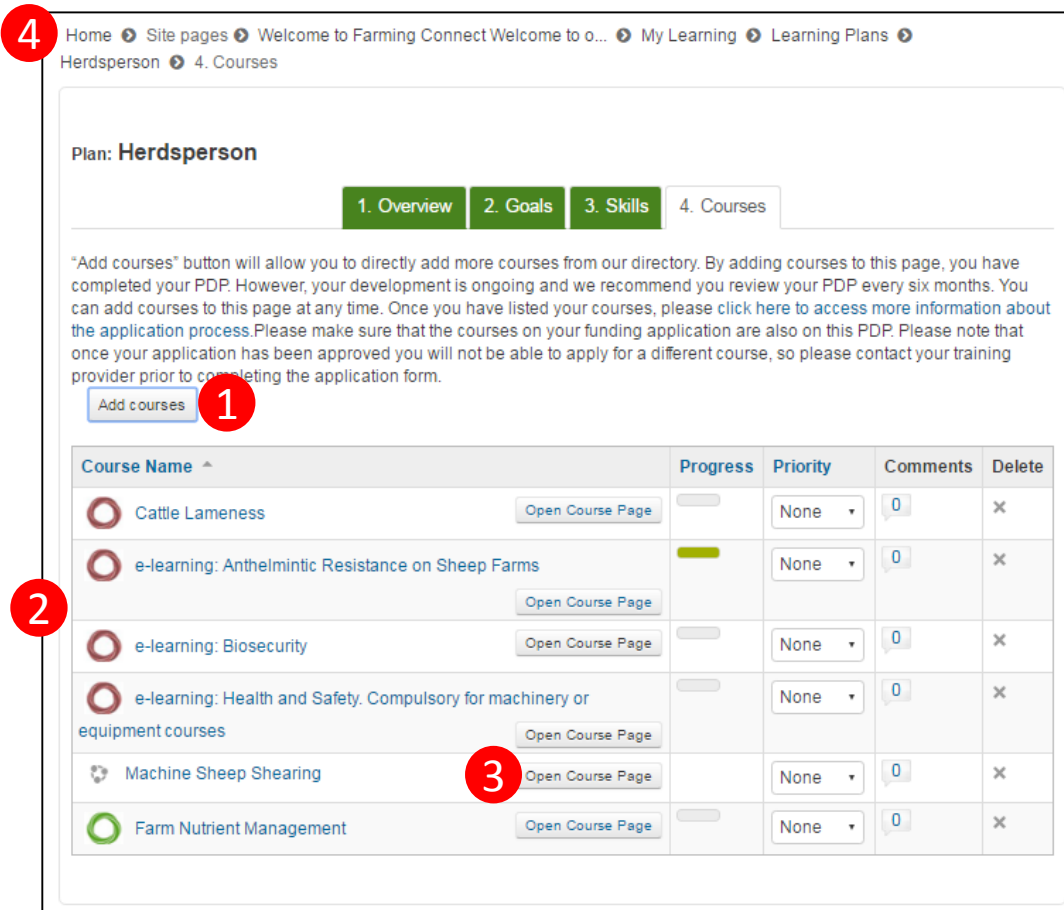4. Click '**add goal**'.

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

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:

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

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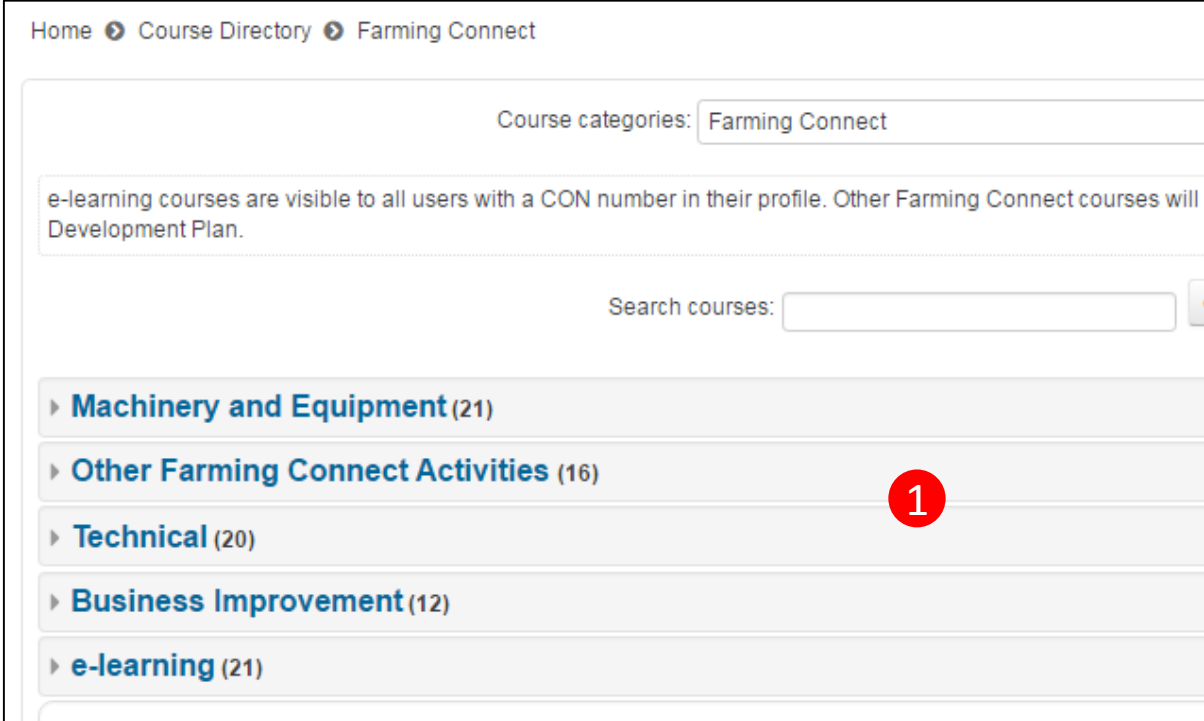
The following screen will appear. This shows the different categories within some of the Farming Connect activity.

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.
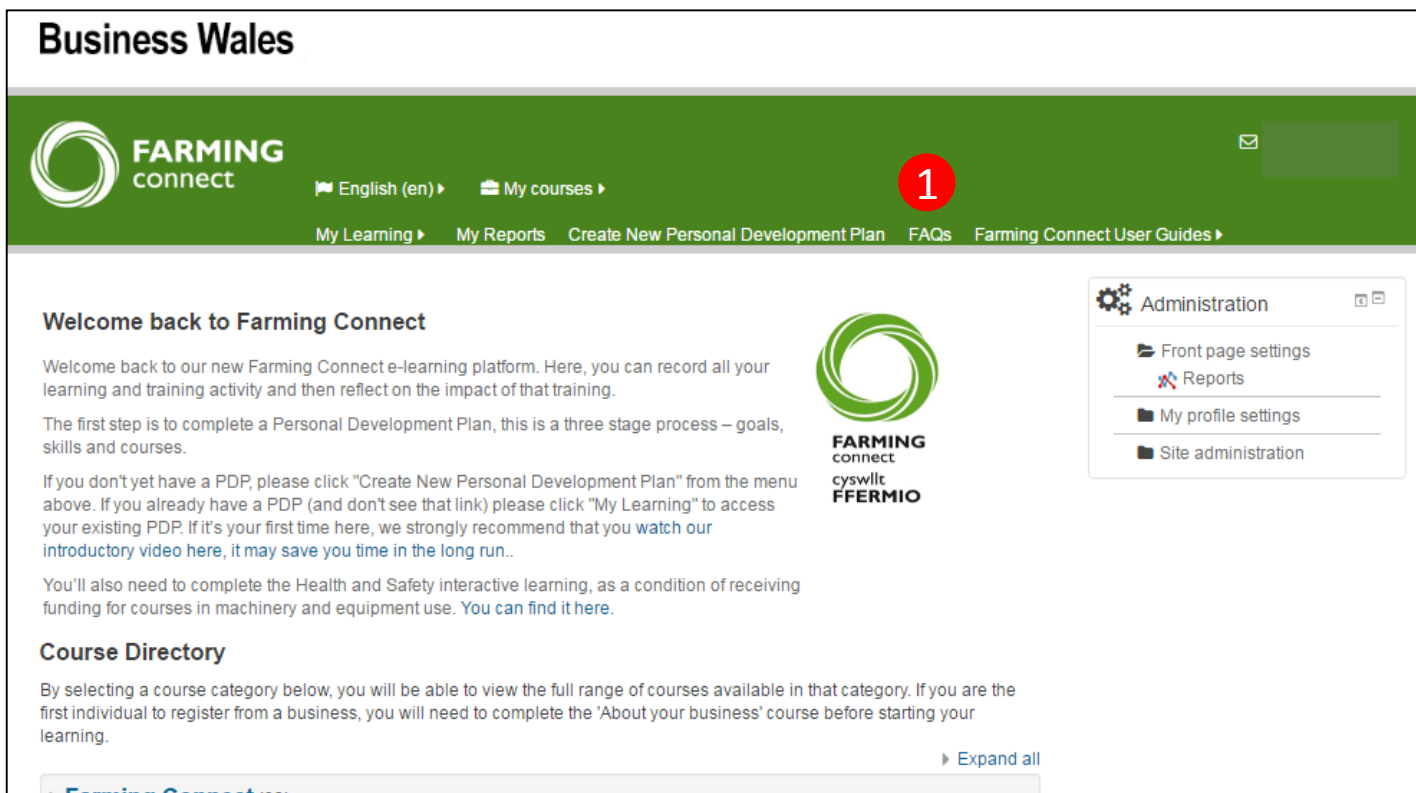
Search courses:

▸ **Machinery and Equipment** (21)

▸ **Other Farming Connect Activities** (16)

①

▸ **Technical** (20)

▸ **Business Improvement** (12)

▸ **e-learning** (21)

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.

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*
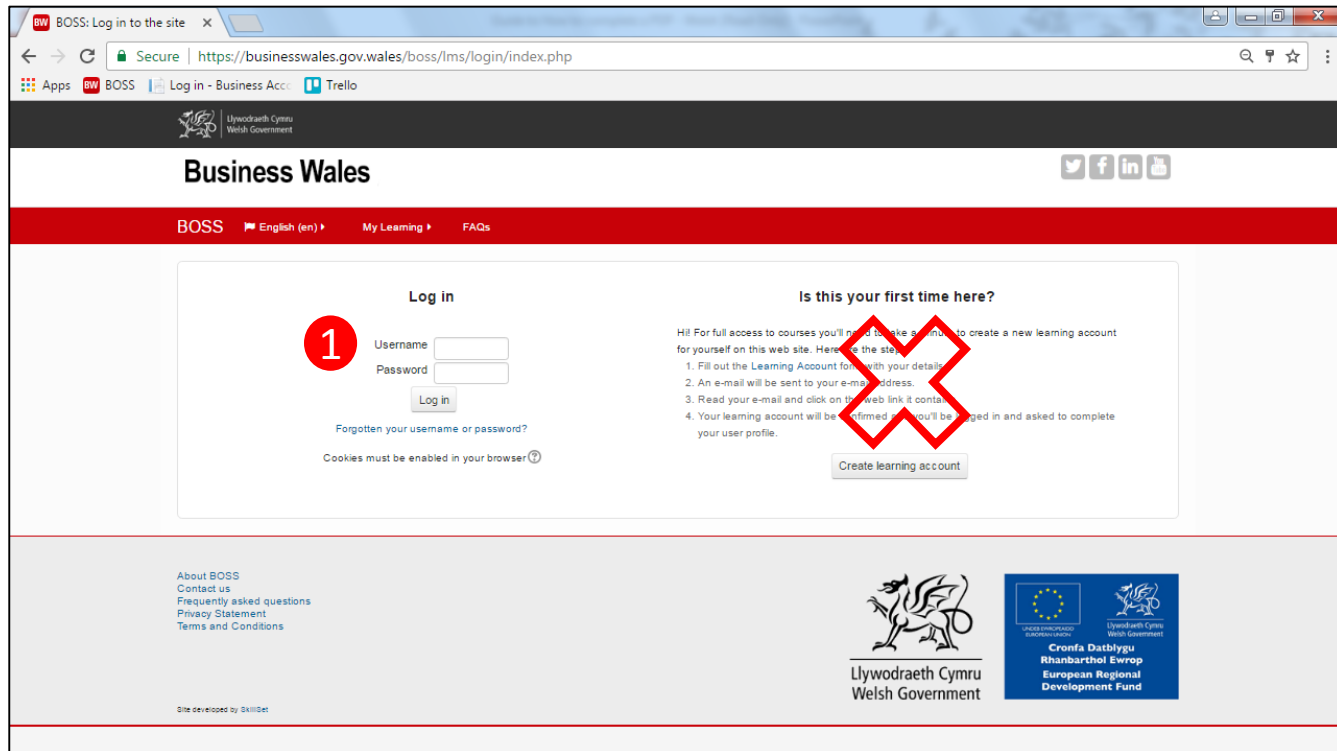
Handy Hints – Logging in

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.

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.