

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**.

Personal Development Plan (PDP)

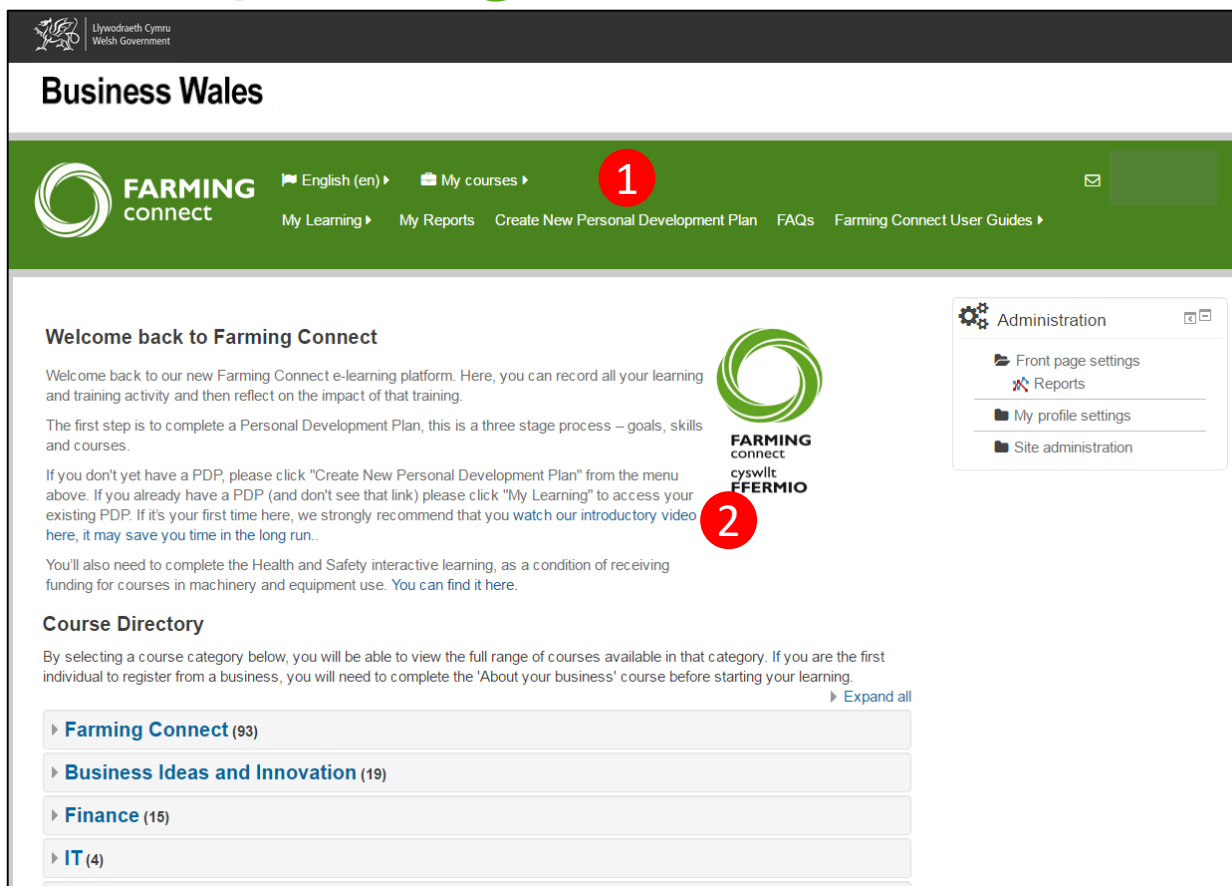
A Personal Development Plan (PDP) is an action plan based on awareness, values, reflection, goal-setting and planning for personal development. It is an ongoing document that can be updated at any time and is personal to the individual completing it.

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



Uywodraeth Cymru
Welsh Government

Business Wales

FARMING connect English (en) ▶ My courses ▶ **1** 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. **2**

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)

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Administration

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

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

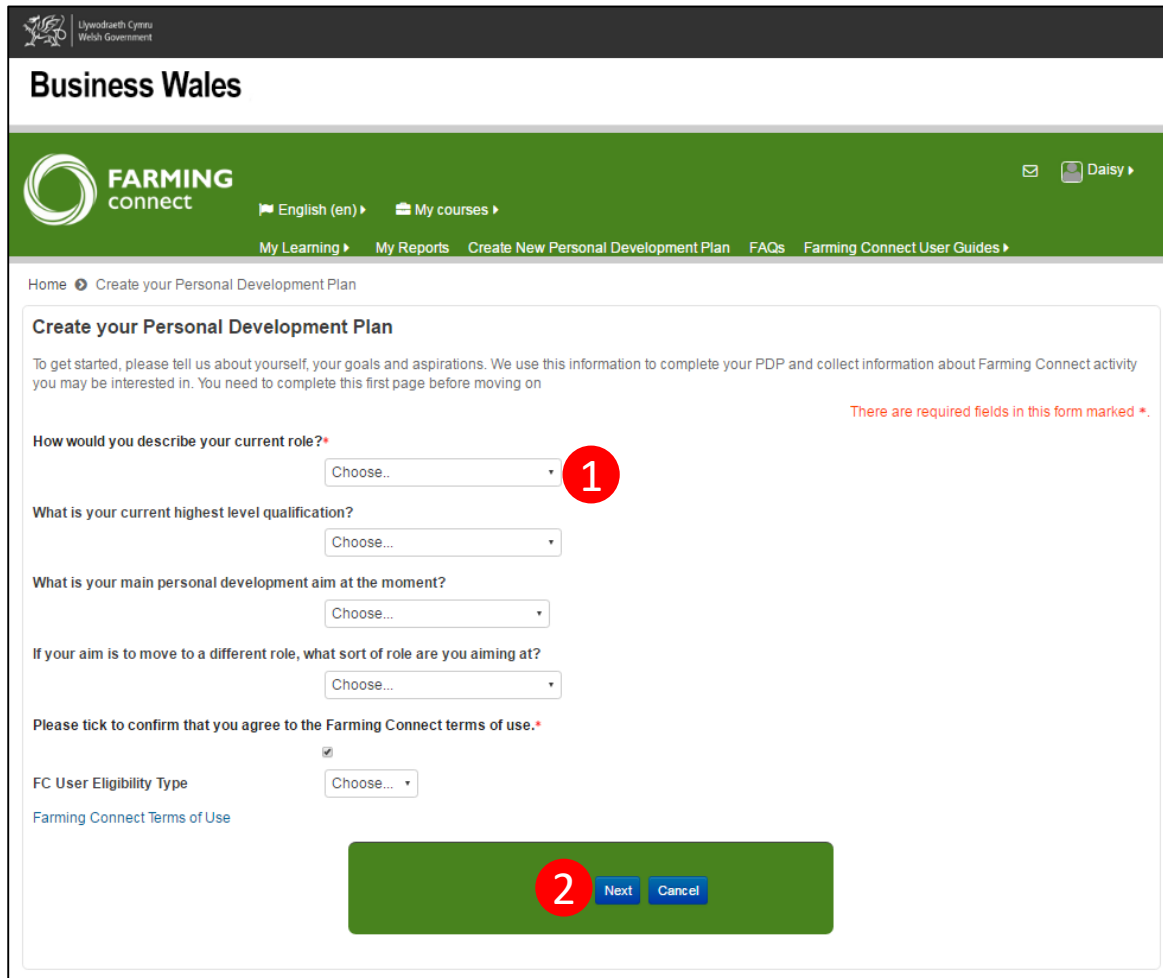
1. Click on the link **'Create New Personal Development Plan'**.
2. Watch a short video demonstrating the PDP completion process

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.



The screenshot shows the 'Business Wales' portal with the 'FARMING connect' logo. The page title is 'Create your Personal Development Plan'. Below the title, there is a message: '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'. A red note states: 'There are required fields in this form marked *.' The form contains several questions with drop-down menus:

- How would you describe your current role?*
- What is your current highest level qualification?
- What is your main personal development aim at the moment?
- If your aim is to move to a different role, what sort of role are you aiming at?

Below these questions is a checkbox for 'Please tick to confirm that you agree to the Farming Connect terms of use.*' and a dropdown for 'FC User Eligibility Type'. At the bottom, there is a green bar with a 'Next' button and a 'Cancel' button. Red circles with numbers 1 and 2 are overlaid on the first dropdown menu and the 'Next' button respectively.

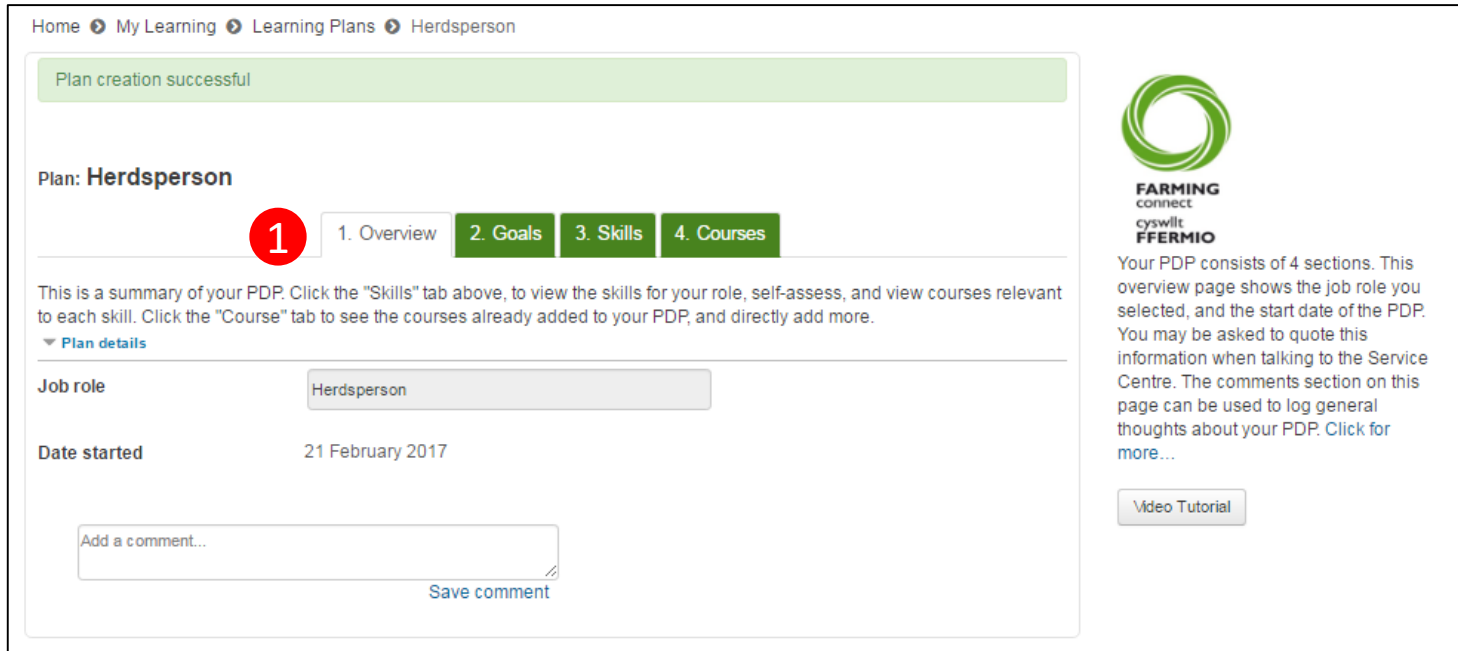
Completing the PDP

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.



The screenshot shows the 'Overview' tab of a Personal Development Plan (PDP) for the role of 'Herds person'. The page has a breadcrumb trail: Home > My Learning > Learning Plans > Herds person. A green banner at the top says 'Plan creation successful'. Below this, the plan name 'Herds person' is displayed. A row of four tabs is shown: '1. Overview' (highlighted with a red circle and the number 1), '2. Goals', '3. Skills', and '4. Courses'. The main content area contains a summary paragraph, a 'Plan details' section with fields for 'Job role' (Herds person) and 'Date started' (21 February 2017), and a comment box with a 'Save comment' button. On the right side, there is a sidebar with the 'FARMING connect cyswilt FFERMIO' logo, a paragraph explaining the PDP structure, and a 'Video Tutorial' button.

Home > My Learning > Learning Plans > Herds person

Plan creation successful

Plan: **Herds person**

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 Herds person

Date started 21 February 2017

Add a comment...

Save comment

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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.

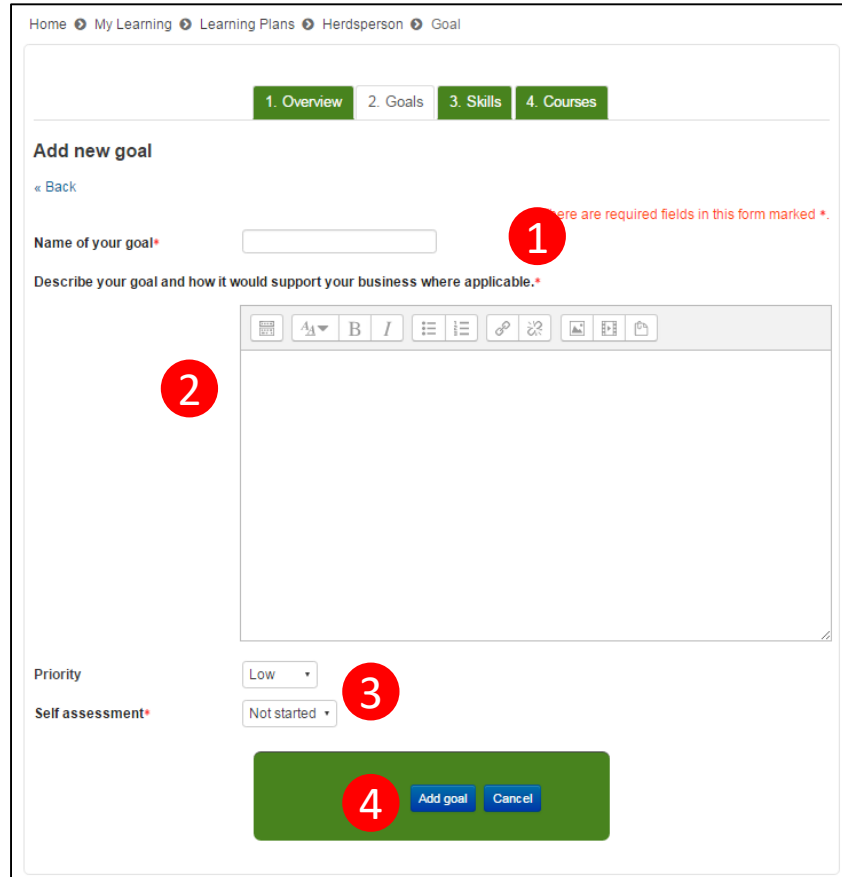
2 Add new goal



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**'.



Completing the PDP

Goals continued...

Setting goals is the first stage in forward planning and provides the focus for identifying where training can help the business.

When setting goals you need to think about what you want to achieve, ask yourself the following questions to help you set a goal:

- What is the title of your goal?
- How will a training course help you achieve your goal?
- How will completing a training course support and develop you as an individual?
- How will you use the new skills?
- Where does this goal or training course fit within your overall personal and business development and why is it important to you?
- What difference will achieving this goal have on what you currently do within your current job role?

If you are applying for Farming Connect funding to complete a training course it is important that you complete the Goals section of the PDP.

Completing the PDP

Skills

Its now time to think about the skills you need to develop in order to achieve your goals.

On this tab you will see an automatically populated list of skills relevant to your chosen job role.

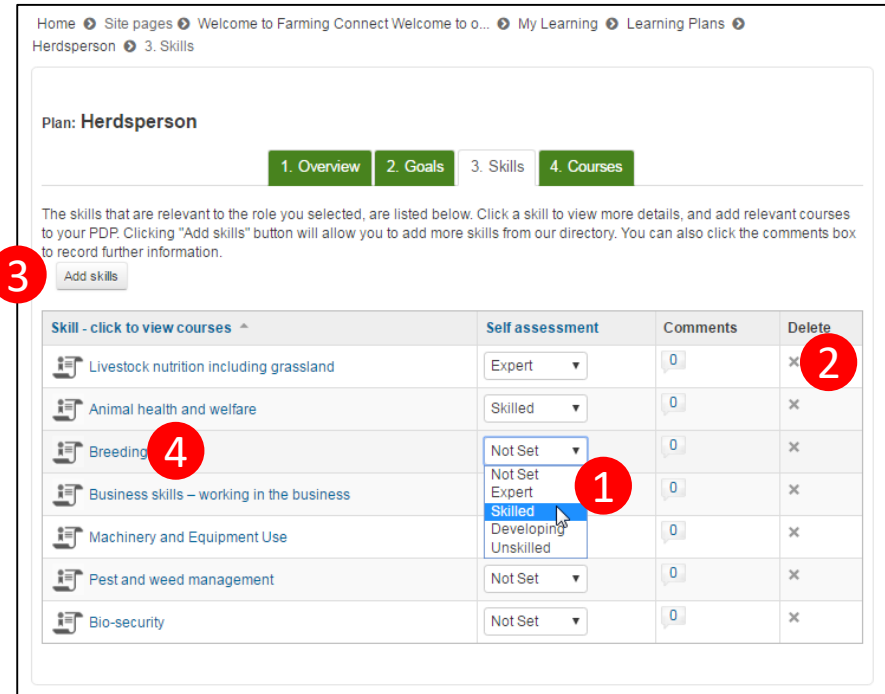
1. Click on the drop down menu shown below for each skill to self assess you current level

2. If you feel a skill is not relevant to you, you can delete it from your Skills section by clicking on the small cross icon.

3. If you would like to add more skills, click 'Add skills.'
(Further detail on following slides).

4. You can add optional comments alongside your skills if required by clicking on the '0' shown under the 'Comments' column.

4. For more detail on a particular skill, click on the skill name. This will enable you to view all related content including; further information, free resources, e-learning modules, fundable & non-fundable courses. You can also add courses to your PDP from here (Further detail on following slide).










Home Site pages Welcome to Farming Connect Welcome to o... My Learning Learning Plans Herdsperson 3. Skills

Plan: Herdsperson

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

The skills that are relevant to the role you selected, are listed below. Click a skill to view more details, and add relevant courses to your PDP. Clicking "Add skills" button will allow you to add more skills from our directory. You can also click the comments box to record further information.

Add skills

Skill - click to view courses ^	Self assessment	Comments	Delete
 Livestock nutrition including grassland	Expert	0	×
 Animal health and welfare	Skilled	0	×
 Breeding	Not Set	0	×
 Business skills - working in the business	Not Set	0	×
 Machinery and Equipment Use	Skilled	0	×
 Pest and weed management	Not Set	0	×
 Bio-security	Not Set	0	×

Completing the PDP Skills

1. Once you have selected a particular skill (shown on previous page, the following screen will appear.
2. There wont be any courses currently shown here, to add a course(s) click on 'Click to add courses to PDP.'

Click to add courses to PDP

Browse

- Cattle Foot Trimming
- Machine Sheep Shear
- Safe Use of Sheep Dip
- Safe Use of Vet & Med
- e-learning: Farm Liverfluke management
- e-learning: Biosecurity

Items to add

Cattle Foot Trimming

Save Cancel

Home > My Learning > Learning Plans > Herdsperson > Competency > View item

Plan: Herdsperson

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

This page shows a description of the skill. Click the red button below to add courses relevant to this skill, to your PDP then appear on your "Courses" tab.

Back

Animal health and welfare

Self assessment: Skilled

This skill incorporates herd/ flock planning, maintaining records, delivering basic treatments and controlling pests and diseases.

Linked 4. Courses

No linked 4. courses.

Click to add courses to PDP

Comments

Add a comment...

Save comment

3. All available courses relevant to the selected skill will now appear.
4. Simply click on any courses relevant to you and they will appear in the 'items to add' column.
5. Once you are happy with your selection, click 'save.'
6. The course(s) selected will have been added to your PDP and will be visible. To return to the main skills tab, click 'Back.'

NOTE: Selecting a course here is not the same as applying for funding. You will need to complete an online funding application within an application Window. All applications are then assessed based on the supporting content you have provided within your PDP. Your funding may not be approved unless your PDP indicates a need for that particular course / training.

Completing the PDP

Skills – Adding additional skills

1. Click on the small cross to see all skills relevant to each heading
2. To add a skill, select the skill title
3. The skill will then appear in the 'Items to add' column
4. Once you are happy with the additional skills you have selected, click 'continue.'
5. A list of all 'linked courses' will then be displayed – if you feel any of these are not relevant to you unselect them by clicking on the ticked box. The tick will then disappear. Once you are happy with your selection, click 'save' and the selected courses will then be added to your PDP.

Add skills

Locate competency

Browse Search

- Front line skills
 - Livestock nutrition including grassland
 - Animal health and welfare
 - Breeding
 - Pest and weed management
 - Tree health
 - Plant health
 - Construction
 - Machinery and Equipment Use
 - Business skills – working in the business
 - Bio-security
 - Business management
 - Business leadership

Items to add

Continue Cancel

Add skills

Confirm linked courses

Some of those skills have linked courses. If ticked below, these courses will also be added to this plan:

Competency Tree health:

- ☒ Level 2 Award in the Safe Use of Pesticides (PA1)
- ☒ Level 2 Award in the Safe Application of Pesticides Using Vehicle Mounted Boom Sprayer Equipment (PA2)
- ☒ Level 2 Award in the Safe Use of Pesticides / Granular Applicators (PA4)
- ☒ Level 2 Award in the Safe Application of Pesticides Using Hand Held Equipment (PA6)
- ☒ Safe Application of Pesticides replacing Grandfather Rights

Competency Plant health:

- ☒ e-learning: Tree Identification, Deciduous Trees

Competency Marketing and sales leadership:

- ☒ Marketing your business
- ☒ Advisory Services
- ☒ Technical publications

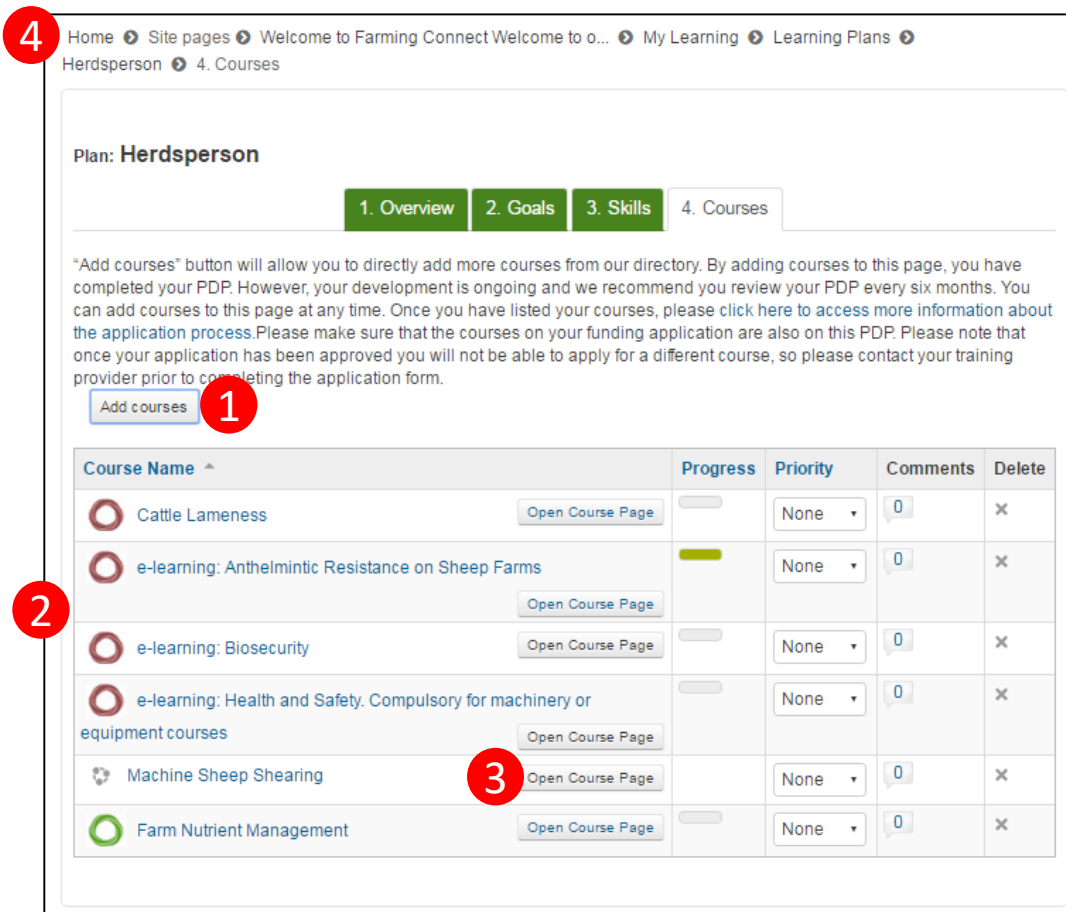
Completing the PDP

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









Home Site pages Welcome to Farming Connect Welcome to o... My Learning Learning Plans
Herdsperson 4. Courses

Plan: **Herdsperson**

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

"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.

Add courses

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

Completing the PDP

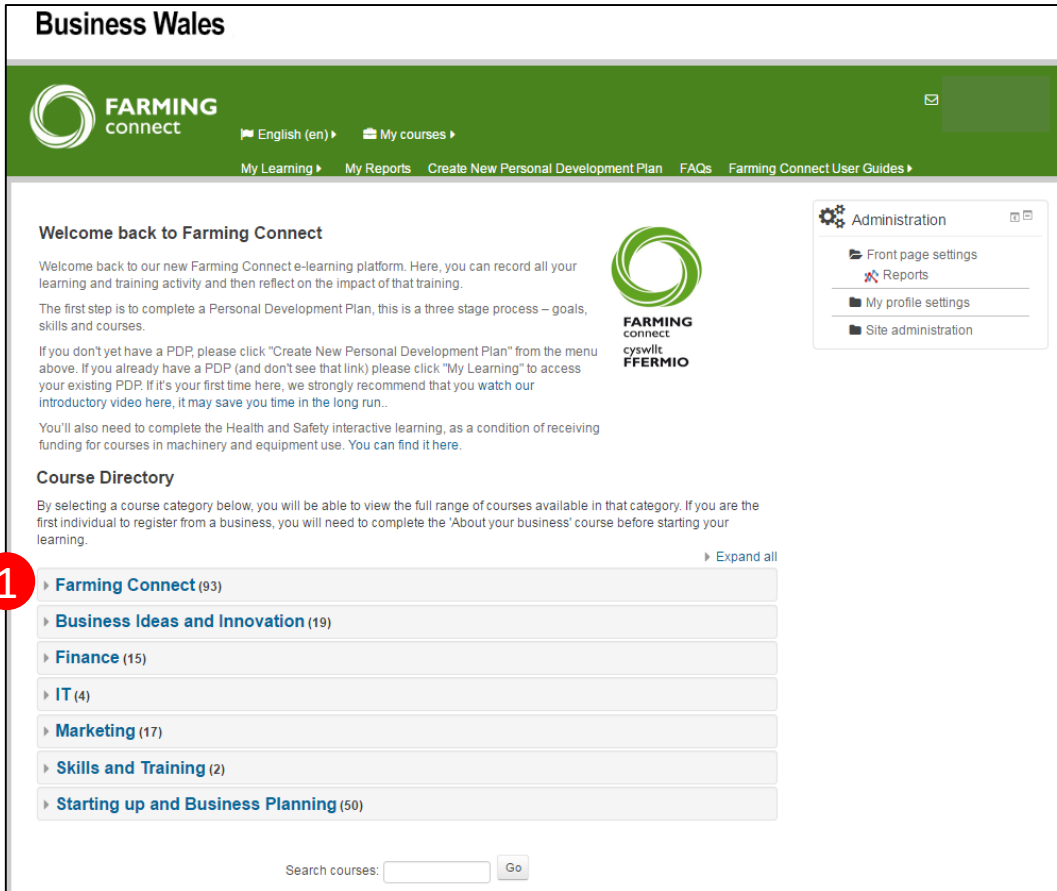
Once you have added information in to all four tabs, you have completed your PDP and you can navigate away from the page.

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:

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



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

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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

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

Search courses: Go

Available Courses

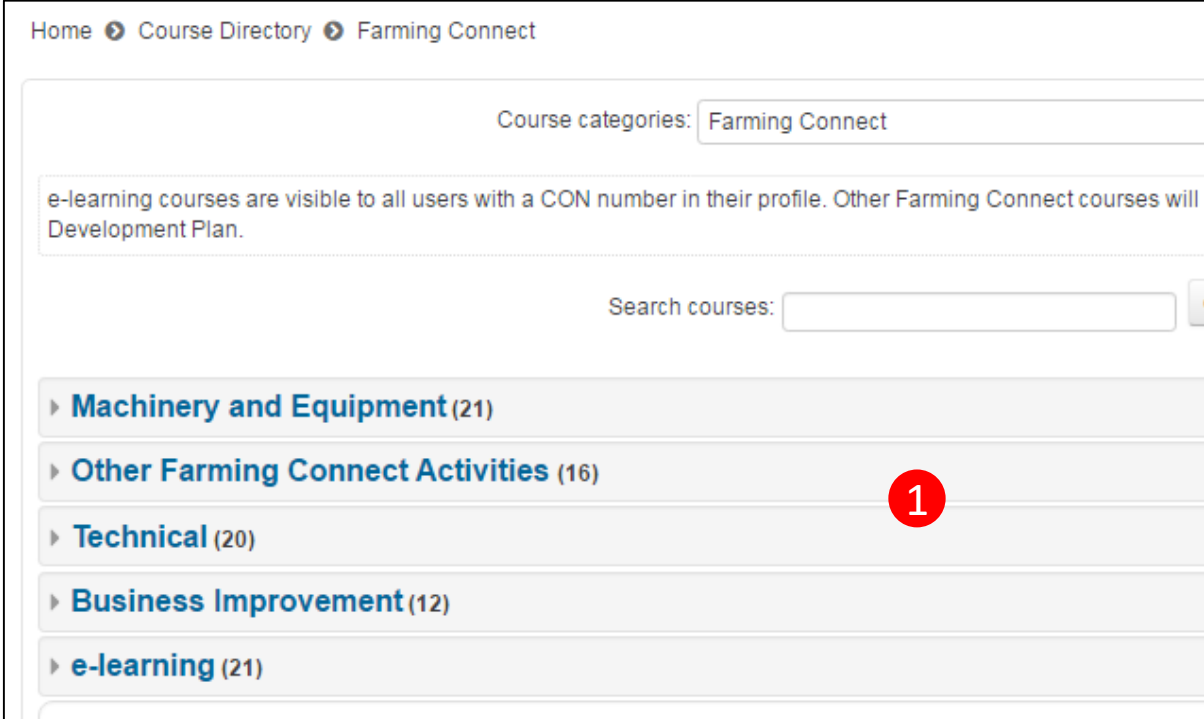
The following screen will appear. This shows the different categories within some of the Farming Connect activity.

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.

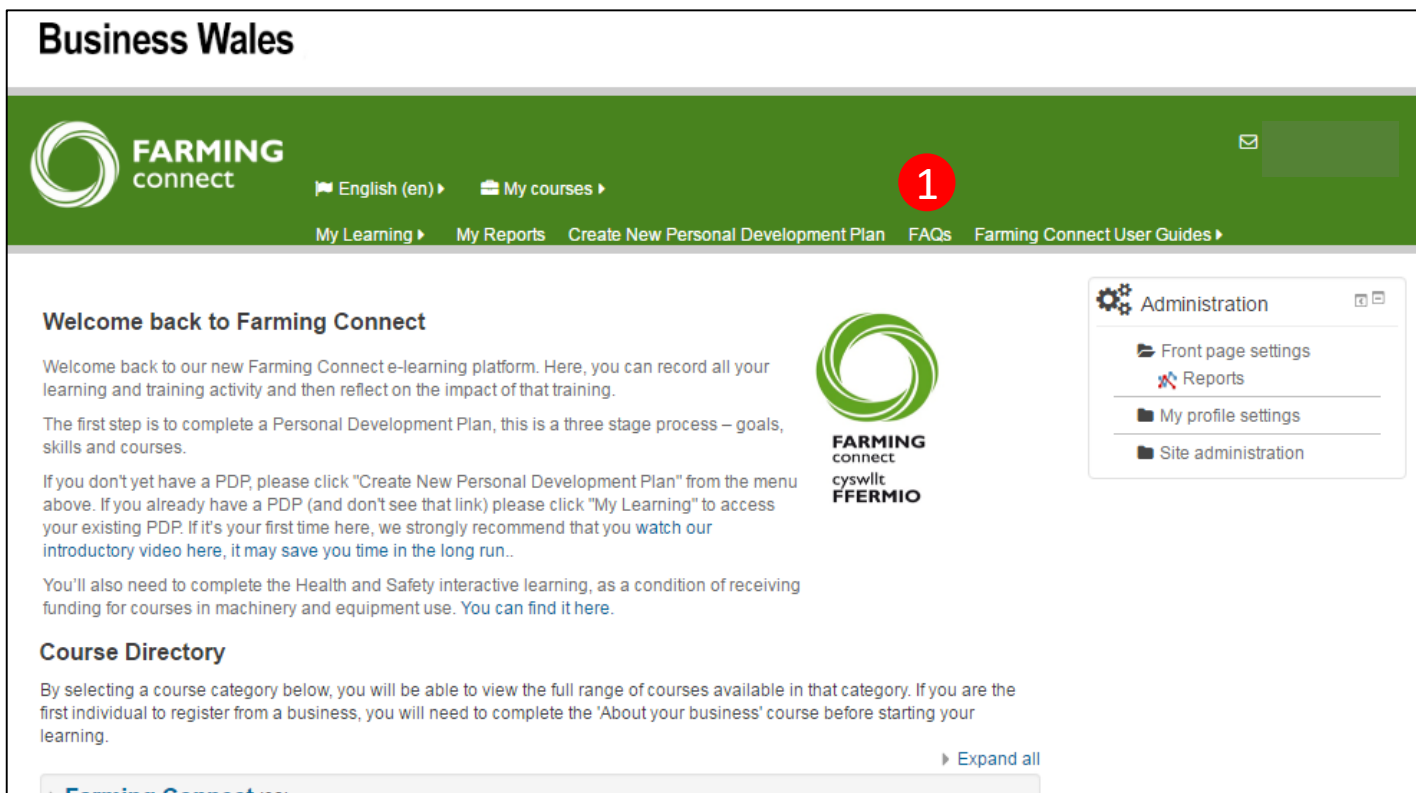
Search courses:

- ▶ **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 **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*

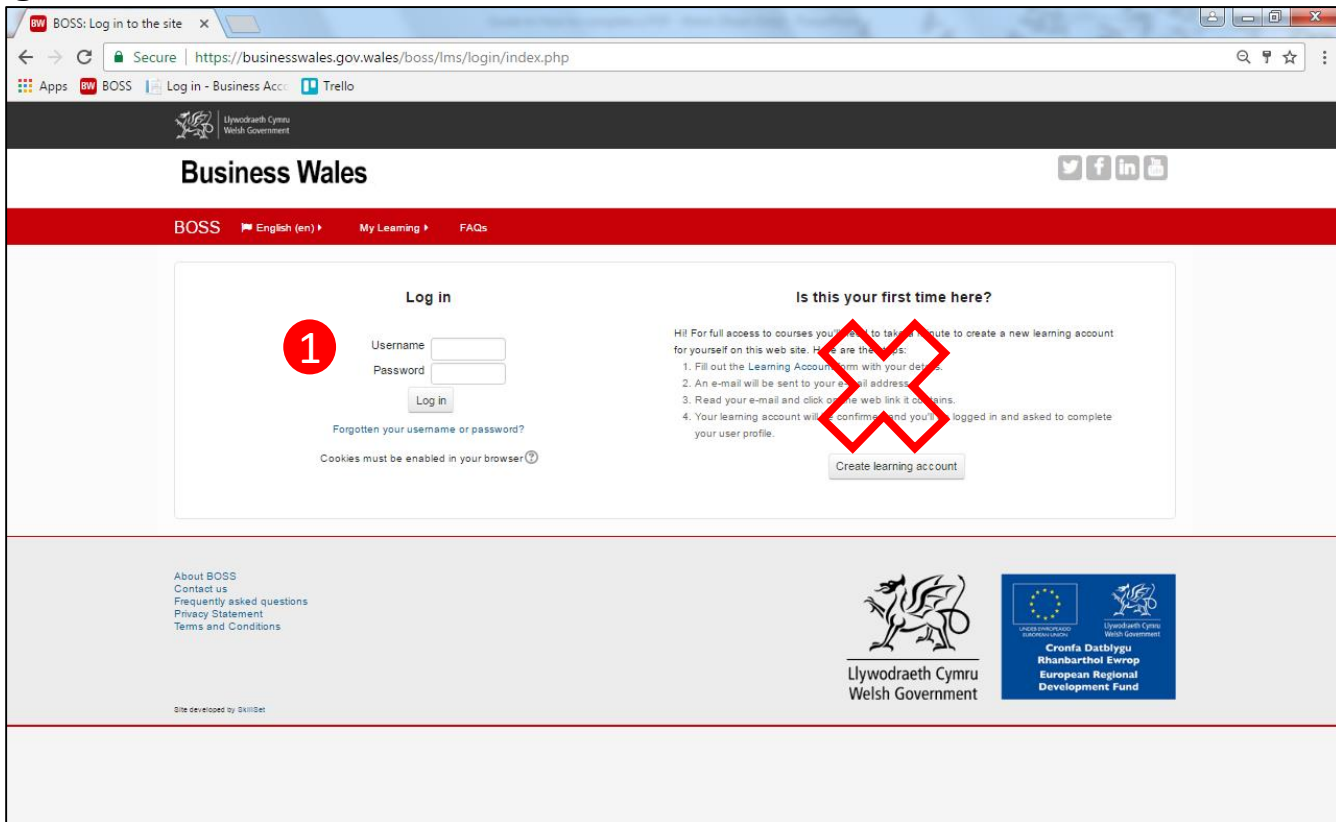
5. *Support*

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.



The screenshot shows the BOSS login page in a web browser. The browser address bar shows the URL: <https://businesswales.gov.wales/boss/lms/login/index.php>. The page header includes the Business Wales logo and social media icons. Below the header, there is a red navigation bar with links for BOSS, English (en), My Learning, and FAQs. The main content area is divided into two sections. On the left, under the heading "Log in", there is a red circle with the number "1" next to the Username and Password input fields, and a "Log in" button. Below these fields are links for "Forgotten your username or password?" and a note about cookies. On the right, under the heading "Is this your first time here?", there is a list of instructions for creating a new learning account, a "Create learning account" button, and a red "X" mark over the instructions. The footer contains links for "About BOSS", "Contact us", "Frequently asked questions", "Privacy Statement", and "Terms and Conditions". It also features the Welsh Government logo and the European Regional Development Fund logo.

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.

