## LMS USER GUIDE

## PERSONAL DEVELOPMENT (LEARNER VIEW)

INTRODUCTION – Personal Development is an optional feature which enables organisations to manage their staff/employee Personal Development via the LMS system. This functionality includes the ability to upload Personal Development Reviews (PDRs) and Targets to learner records and record progress (including relevant training) against the targets set. There are options for Learners as well as the relevant managers/administrators to upload (PDR) documents and create Targets and, therefore, the responsibility for undertaking these tasks needs to be agreed between the relevant parties when they start to use this functionality.

**WHAT THE LEARNER SEES** – When Personal Development is enabled in an LMS, there will be a Personal Development Tab on the learner Dashboard which the learner can use to access this functionality.

**WHAT THE ADMINISTRATOR SEES** – When Personal Development is enabled in an LMS the relevant managers/administrators will have additional functionality which will enable them to manage their learners' Personal Development through via the system.

## UPLOADING A PERSONAL DEVELOPMENT REVIEW (PRD) DOCUMENT

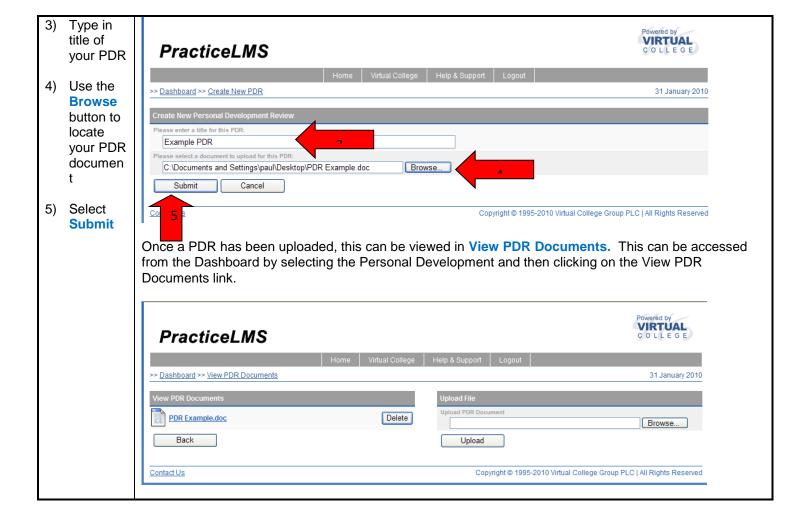
Please note: The Personal Development Review document needs to have been created and saved prior to uploading to the system.

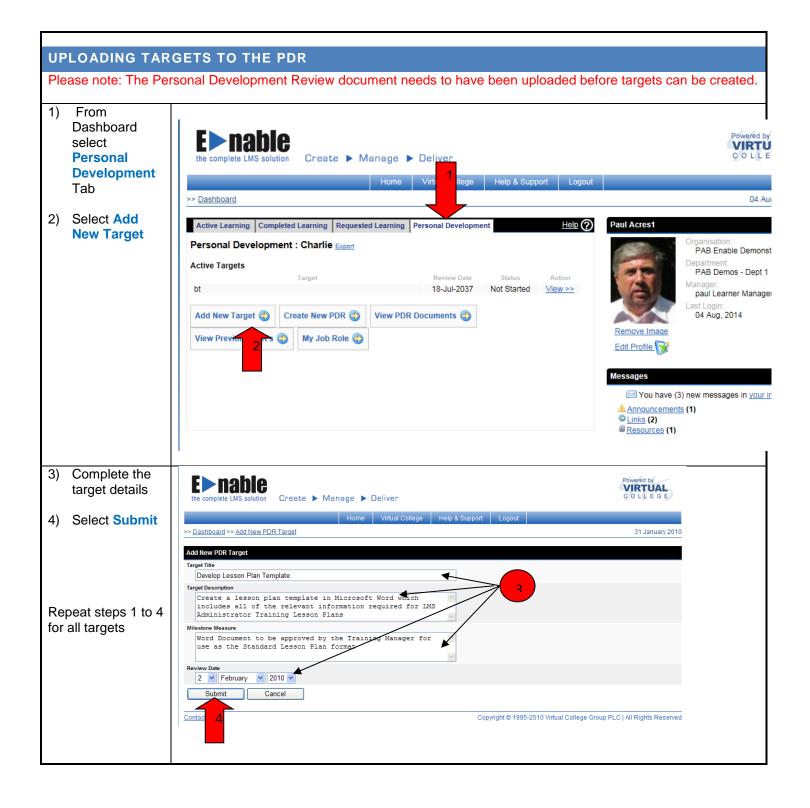
- 1) From the Dashboar d, select Personal Develop ment
- 2) To upload your own PDR, select Create PDR

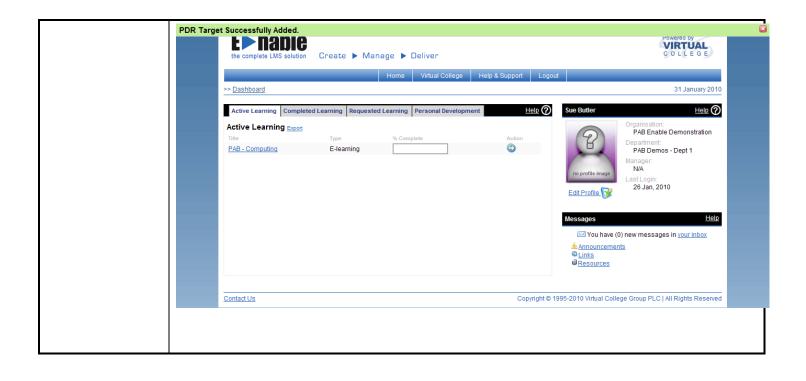
In the following example, no Personal Development Reviews (PDRs) have yet been uploaded and the learner has the option of creating their own PDR.

The learner's manager/administrator also has the ability to upload PDRs and targets and the learner is likely to find that this has already been done for them and, if this is the case these will already be visble as soon as the learner selects the Personal Development tab.









## **VIEWING AND PROGRESSING TARGETS** All information relating to the PDRs and targets (including a record of progress) will be accessible from the Personal Development tab. 1) From the dashboar VIRTUAL C O L L E G E **E** nable d select the Create ▶ Manage ▶ Deliver **Personal** Home Virtual College Help & Support Logout Develop 04 August 2014 >> Dashboard ment tab Active Learning | Completed Learning | Requested Learning | Personal Development Help (?) Paul Acres1 Help (?) Select Personal Development : Charlie Export **View** PAB Enable Demonstration **Active Targets** PAB Demos - Dept 1 Target 18-Jul-2037 Not Started View >> paul Learner Manager 04 Aug, 2014 Add New Target Create New PDR View PDR Documents Remove Image View Previous PDR's 🚯 My Job Role Edit Profile Messages M You have (3) new messages in your inbox Announcements (1) <u>Links</u> (2) Resources (1)

- 3) Select the required option
- 4) Then complete the details on the relevant form and select Submit

From the following screen the learner can choose to

Request Extension – if the learner feels that they will be unable to meet the target date they can click on this link to ask their manager/administrator for additional time to complete

Request Review – if the learner has completed a target in advance of the Review Date, they can click on this link to ask their manager/administrator to review their target sooner

**Add Comment** – if the learner wishes to make a comment that will appear on their record against the target they can use this link. When they use this link they also have the option to notify their manager of the comment they have made.

