Working with the PDP Discussion: Employee View

What is the purpose of the process?

The PDP discussion provides the opportunity for an employee and their Supervisor and/or PDP Practitioner to discuss their training requirements.

- These requirements aim to help the employee to be successful in their current job and to grow within that role. This means that the discussion facilitates and starts the process of closing existing skills gaps that an employee currently has.
- The PDP Discussion will also cover performance-related training that has been identified through the Performance Appraisal process. This training is compulsory and must address performance-related issues where a lack of skills is hampering desired performance levels.
- Lastly, the discussion helps to identify training required for the employees' current role, and gives sight to an employee of their career path possibilities.

When will these discussions take place?

PDP Discussions are held within the financial period of the business. This means that it now has a specific start date and end date that fall in a closed period.

This closed period runs concurrently with the financial year of the business.

The PDP First approver and PDP Practitioner will thus within this period have the opportunity to conduct at least one but a maximum of three discussions with employees.

Who are the role-players involved in the PDP Discussion process?

There are 3 role-players involved in this process, namely:

- The Employee
- The PDP Practitioner
- The PDP First Approver

How do editing rights work in the system-based process?

It is important to note that the Supervisor and PDP Practitioner are the only people who are able to access and edit the PDP Discussion information, once a PDP has been completed and approved it can no longer be edit.

An employee will only have access to the reports generated once a discussion has been approved and the Signed PDP report uploaded.

Process of completing a PDP Discussion

The full process can be described as:

1. Have the PDP Plan Discussion with your PDP 1st Approver and/or PDP Practitioner.
2. Sign the document which will be uploaded to the finalized discussion.
3. You will be able to access this on the PDP discussion section on the My Training Requirements Tab.

How to access the PDP Discussion Plan Reports:

1. Login to the system and select PDP from the list of Portal Menu Items.

2. You will have access to the “My Training Requirements” tab.

3. The tab is divided into 2 sections you will have access to your own training requirements displayed on the first section of this tab.

4. On the PDP Discussion section, you will be able to access the following reports:

1. Learner Record report this is a list of completed formal qualifications, Unit Standards, Programmes, and training.
2. IDP Discussion report this is a summary of the PDP Discussion held with either the PDP Practitioner or PDP 1st Approver. You will only have access to the report once your discussion has been completed and your PDP Practitioner or Approver has upload it.

5. If you are excluded from the PDP Discussion Process or if a discussion has not been finalised a system message will be displayed informing you whether you have been excluded from the process or if a discussion is incomplete.

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