

Role of the PDT

PCET Partners

Each Trainee is allocated to a university/college-based Professional Development Tutor (PDT) who is responsible for monitoring the Trainee's progress and providing support and guidance to the Trainee throughout the course. PDTs may be allocated in alignment, where possible, with the Trainee's curriculum specialism and/or the geographical location of the placement.

The relationship between Trainees and their PDT involves holding termly tutorials and three profile meetings, over the duration of the course. The purpose of these meetings is to discuss the Trainee's progress in working towards: the achievement of the Professional Standards; development of Minimum Core Standards; course assignments; progression in placement. These meetings are documented on the relevant paperwork, which all Trainees are provided with. PDTs will draw on information gathered during these meeting in the writing of the trainee's reference.

PDTs will:

- Following an initial teaching subject audit and needs analysis, which is found in the Skills Audit document, agree and monitor targets and action points for the Trainee;
- During termly tutorials and using the Tutorial Record Forms, agree and monitor targets and action points to help the Trainee achieve the relevant Professional and Minimum Core Standards;
- Liaise with Mentors to ensure that appropriate support has been/is being provided in relation to the ongoing development of mentoring skills and awareness of BCU expectations and procedures;
- Assist in the discussion held between Trainee and Mentor the opportunities for the Trainee to teach across a range of levels and on a variety of courses, where possible.
- Work with each placement organisation and respective Mentor to maintain the quality of provision and the effectiveness of support for Trainees;
- Liaise with Mentors and support them in their supervision and assessment of Trainees;
- Observe two lessons taught by the Trainee in a joint observation with their Mentor (staged at the beginning and end of the course/placement) and participate in the feedback discussion that follows;
- Liaise with Mentors in raising and resolving Cause for Concern issues;
- Where resolution of issues are not possible, PDTs are responsible for collating evidence to put forward to a 'Breakdown of Placement' panel, including evidence supplied by the Mentor;
- Recommend and assist in the organisation of visits by moderators and external examiners;
- Compile a reference for Trainees towards the end of their course;
- Monitor attendance and identify Trainees who need to be withdrawn.

For further information contact the PCET Partners team at pcet.partners@bcu.ac.uk