**Working in Partnership Project**

**Personal Academic and Career Tutorial Staging Posts Document**

**Name:**

**Student number:**

**Guide for SENDI L4 students:** The Working in Partnership (WiP) project aims to enhance the Personal Academic and Career Tutor (PACT) relationship to support students to reflect and prepare for their professional career. WiP PACT tutorials will enable students to reflect on their qualities, successes, values, skills, academic progress and set targets.

This process will involve two ‘staging post’ tutorials throughout the year. In these tutorials a Staging Post PACT document, such as this one, will be discussed with your tutor. Keep a copy of your Staging Post PACT documents for your own records and on-going development. Your PACT Staging Post will take place with your PACT.

**What do students need to do?**

* Email the Staging Post Document to your PACT ready for discussion at your PACT tutorial. Please contact your tutor well in advance to arrange your tutorial.

**What happens to PACT Staging Post sections and forms after the tutorial?**

* A record of PACT Staging Post meetings will be recorded on SOLE and PACT Staging Post Documents will be filed.
* Your UW Personal Academic Tutor will use your PACT Staging Post information for providing confidential references to employers, if requested to do so.
* Remember to keep an on-going copy of your Staging Post forms. They are working documents that are updated throughout your University journey.

**YEAR ONE: STAGING POST ONE**

**Goals and expectations:** What steps have you made towards achieving your goals and meeting your expectations?

**Career aspirations:** What career options are you interested in?

**Engagement and independent study:** How well have you engaged with the course and been independent in your study? What do you need to do further?

**Values:** How have your personal and professional values developed in response to the course?

**Sources of support:** Have you accessed all sources of support available to you?

**Academic progress:** List the assignments (course and brief overall title/essay theme) and grades you have achieved so far.

**YEAR ONE: STAGING POST TWO**

**Goals and expectations:** What steps have you made towards achieving your goals and meeting your expectations?

**Career aspirations:** What career options are you interested in?

**Engagement and independent study:** How well have you engaged with the course and been independent in your study? What do you need to do further?

**Values:** How have your personal and professional values developed in response to the course?

**Sources of support:** Have you accessed all sources of support available to you?

**Academic progress:** List the assignments (course and brief overall title/essay theme) and grades you have achieved so far.

**YEAR TWO: STAGING POST ONE**

**Goals and expectations:** What steps have you made towards achieving your goals and meeting your expectations?

**Career aspirations:** What career options are you interested in?

**Engagement and independent study:** How well have you engaged with the course and been independent in your study? What do you need to do further?

**Values:** How have your personal and professional values developed in response to the course?

**Sources of support:** Have you accessed all sources of support available to you?

**Academic progress:** List the assignments (course and brief overall title/essay theme) and grades you have achieved so far.

**YEAR TWO: STAGING POST TWO**

**Goals and expectations:** What steps have you made towards achieving your goals and meeting your expectations?

**Career aspirations:** What career options are you interested in?

**Engagement and independent study:** How well have you engaged with the course and been independent in your study? What do you need to do further?

**Values:** How have your personal and professional values developed in response to the course?

**Sources of support:** Have you accessed all sources of support available to you?

**Academic progress:** List the assignments (course and brief overall title/essay theme) and grades you have achieved so far.

**YEAR THREE: STAGING POST ONE**

**Goals and expectations:** What steps have you made towards achieving your goals and meeting your expectations?

**Career aspirations:** What career options are you interested in?

**Engagement and independent study:** How well have you engaged with the course and been independent in your study? What do you need to do further?

**Values:** How have your personal and professional values developed in response to the course?

**Sources of support:** Have you accessed all sources of support available to you?

**Academic progress:** List the assignments (course and brief overall title/essay theme) and grades you have achieved so far.

**YEAR THREE: STAGING POST TWO**

**Goals and expectations:** What steps have you made towards achieving your goals and meeting your expectations?

**Career aspirations:** What career options are you interested in?

**Engagement and independent study:** How well have you engaged with the course and been independent in your study? What do you need to do further?

**Values:** How have your personal and professional values developed in response to the course?

**Sources of support:** Have you accessed all sources of support available to you?

**Academic progress:** List the assignments (course and brief overall title/essay theme) and grades you have achieved so far.