



DIRECTIONS FOR THE PERSONAL PROGRESS PLAN (PPP)

This document contains instructions for the Personal Progress Plan (PPP), which participants taking the independent route must complete and discuss during the intake, interim and end meetings. The PPP is for your own overview, and for the Committee to assess your progress and planning. The PPP serves as your own personal road map during your professional traineeship.

GENERAL INSTRUCTIONS FOR THE PPP FORM

You can find the PPP on the Downloads page of mijn.beroepsveraring.nl. It is a document that consists of 3 parts: a written part where you give your motivation per area of competence, a part where you indicate your experience per final term, and a planning for experience to be gained, also per final term.

Use the Word document. Complete it and discuss it with your mentor. It is meant to give you and the committee insight in how advanced you are in your professional traineeship. You can enter various projects that contributed to fulfilling the requirements. You can upload it onto your personal page **in PDF format**. All the required standards are listed in the PPP. You don't need to discuss all the projects you enter in your PPP in your logbook; select the most interesting projects for each end term.

Before each meeting with the committee, you need to update your PPP and upload it on your personal page. Keep using the original document, **use different colors for each update**. That way it's easy to see your development.

At the interim meeting the updated PPP gives you, your mentor and the committee a good overview of what you have done and what you plan to do in the last part of your professional traineeship.

1. AREAS OF COMPETENCE

There are three areas of competence: Attitude, Management and Communication.

Use the section 'Areas of Competence' to reflect on your own vision and position. The Committee asks the candidates before each meeting to complement the areas of competence with the views of that moment, in order to follow the development relative to the earlier views. Therefore please write **additions in a different color**, so you and the Committee can easily discern the developments in your experience.

Competence A - Attitude

Required standard: "Is able to adopt a professional position through an exploratory, reflective and conscious approach, within the relevant historical, cultural, social and ecological contexts, now and in the future."

Describe briefly (max. 150 words for each update) how you want to position yourself as an architect in the future and think of a desired specialism and social context in which you want to operate.

Competence B - Management

Required standard: "Understands the long-term sustainability of a company or organisation."

Describe briefly (max. 150 words for each update) how you wish to practice your profession (e.g. independently or within a small or large office). Indicate how, where, and in what way you will gain insight into the management skills you hope to acquire.

Competence C - Communication

Required standard: "Possesses social, verbal and non-verbal, written and (audio-)visual skills to communicate effectively and convincingly."

Describe briefly (max. 150 words for each update) how you want to use communication from your personal perspective as an architect. Indicate in which areas you want to improve your communication techniques and consult with your mentor about this.

2. MODULES

Enter the modules you followed in your PPP: the name, the organization that provided the modules, when you followed the module and the time it took you. You have to follow at least 1 module per year, so at least 2 during your PPP. More are always possible. Expand and reflect on the modules (content and results for your personal development) in your logbook.

3. REQUIRED STANDARDS PER PHASE

The required standards are arranged into phases according to specific professional capacities and specify how each standard must be satisfied. Note the distinction between knowledge, understanding and skill. Indicate for each end term which project(s) you link to that specific end term, and the dates connected to the projects. If you opt for a module in a certain phase to satisfy a required standard, note this module. Make sure your logbook contains the extensive information on your experience.

The ultimate goal is to provide insight in your progress in your Professional Traineeship.

4. PLANNING OF YOUR PROFESSIONAL TRAINEESHIP.

In order to gain insight in your planning, construct a **matrix** in which you place all 24 final terms in the first column, and the time span of your professional traineeship in the first row. Indicate when you plan to fulfil each final term and with which project(s). Also indicate in the first row when your meetings will take place. Colours could indicate how far you are in fulfilling each requirement.