

PCDP Line Manager Checklist – Supporting your staff through PCDP



When approached by a member of your team wanting to apply for PCDP:

Ask your team member for a copy of the Key facts and Learning outcomes documents for their programme.

Consider the learning outcomes and whether they can be delivered in their current role to add value to your overall team.

Visit the [PCDP intranet page](#) to view information on PCDP, including eligibility and learner and Line manager responsibilities.

Read the [People manager guide](#) and digest the time commitment and line manager responsibilities.

Plan team resource and how you'll support your team member to get the required time and opportunities to complete to the programme and evidence the learning outcomes of the programme.

Have a discussion with your team member to ensure they understand the commitment and the need to demonstrate what they learn in their role.

After the conversation with your team member, if you agree this is a good development opportunity and you can support them, confirm they can apply online.



Once they've applied:

Check you've received an email from BPP within 7 days requesting action from you (if not contact pcdp@bpp.com).

Use the instructions and link in the email to complete the Line Manager steps on the BPP application portal.

Look out for your invite to the line manager briefing and complete the short prework.

Attend the line manager briefing, or watch the recording back if you can't attend.

Attend the programme specific Line Manager induction, or watch the recording back if you can't attend.

Attend the welcome call with your team member and their BPP coach.

Ask your team member to add 'completion of the PCDP' as a performance goal on Workday.



Once they're on programme:

Discuss your team member's progress on PCDP regularly as part of 121 conversations.

Support your team member throughout to identify stretch opportunities which will evidence the required skills and behaviours for their programme.

Attend their progress reviews with their BPP coach as often as you can (especially important if your team member has fallen behind or requires any additional support).

Support your team member with their final End Point Assessment (EPA) and complete any relevant documentation required during this process.

Celebrate your team members success and achievements. You may want to post to the Workplace #LoveLearning group to share as they learn, or perhaps nominate them for an LOV award.



Where to go for more support:

Type of query	Who to contact	How to contact
General queries Enrolment support (e.g. signing paperwork digitally)	PCDP Client Services Team	pcdp@bpp.com 02070611311 Hours: 8.30–17.30 Mon–Fri
Feedback on the programme or learner/line manager experience		
Queries relating to the following: Progress team member is making Their learning plan Work based activity	BPP Skills Coach	Each learner will have a BPP Skills Coach appointed at the beginning of their programme. The coach will hold a Welcome call with you and your team member to make introductions. If support is required, you should email them directly using contact details provided during introduction.
Information including detail on all PCDPs, People Manager guides and FAQs	PCDP site	http://thenatwestgroup.bppuniversity.ac.uk

