



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.



2026 - PERSONAL DEVELOPMENT PLAN

Surname	
First Names	
Staff Number	
Position	
Division / Department	

NOTE

Performance Development Plan (PDP) – means a person-specific plan that is the outcome of a discussion between the line manager and the employee. This development plan consists of two components:

- Competencies (knowledge, skills, experience and personal behaviour) required to achieve agreed objectives and anticipated future needs, to keep up with technology or other changes within the current job and the organisational needs.
- Anticipated future needs in order to advance the individual's career
- Development Plans should not exceed 3 interventions. The number must be a balance of the type of intervention, time it will take for employee to be fully competent.

PERSONAL DEVELOPMENT PLAN			
DEVELOPMENT AREA	TRAINING INTERVENTION	PERIOD	COMMENTS
1			
2			
3			
INDICATE ANY CAREER ASPIRATIONS			

A copy of the PDP needs to be forwarded to the OD Section in HR @ (tsilisol@vut.ac.za) to the attention of **Dr. Martin Lerata** to be captured in the annual Workplace Skills Plan (WSP) as per the date communicated to staff.

Line Manager Name:	Employee's Name:
Line Manager Signature:	Employee Signature:
Date:	Date:

A signed copy of this Personal Development Plan must be attached to the Performance Agreement and a copy needs to be kept by the Line Manager / Supervisor. The original document is for the employee. The content of this document needs to be captured in the Workplace Skills Plan (WSP).

FOR HR USE ONLY	
CAPTURED IN WSP:	YES/NO
SUBMITTED TO SETA:	YES/NO
INCLUDED IN WSP IMPLEMENTATION PLAN:	YES/NO