**Icon

Description automatically generated with low confidence**

**Tracking sheet –** **Personal Development**

The aim of this unit is for learners to assess their strengths and weaknesses, to set manageable, achievable goals for work and/or personal life. A key part in any action plan is the review so changes can be made along the way or adaptations used for future targets. This process is about increasing learners’ resilience to change by encouraging them to focus on their future and demonstrate to themselves that they can achieve targets they set.

**Entry Level 3**

**Learner name Centre name**

|  |  |
| --- | --- |
| **To do this you must** | **Evidence location** |
| 1. Be able to understand own personal development needs | |
| * 1. Identify a personal strength |  |
| * 1. Identify an area for own personal development |  |
| 1. Be able to plan own personal development | |
| * 1. Set a target for personal development |  |
| * 1. State how you could meet this target |  |
| 1. Be able to review own personal development | |
| * 1. Identify what you have achieved whilst working on your target |  |
| 1. Be able to plan for future personal development | |
| * 1. Give an example of a future target for personal development |  |
| **Assessor feedback** | |
|  | |
| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | |