****

**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.

**SCQF Level 4**

**Learner name Centre name**

|  |  |
| --- | --- |
| **To do this you must** | **Evidence location** |
| 1. Be able to understand own personal development needs
 |
| * 1. Give examples of your personal strengths
 |  |
| * 1. Give examples of areas for own personal development
 |  |
| 1. Be able to plan own personal development
 |
| * 1. Set targets for personal development
 |  |
| * 1. Produce a personal development plan with actions and dates for reviewing targets
 |  |
| 1. Be able to review own personal development
 |
| * 1. Outline what you have achieved whilst working on your personal development plan
 |  |
| * 1. Obtain feedback from at least one other person on your progress
 |  |
| 1. Be able to plan for future personal development
 |
| * 1. Give examples of future targets 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 SignatureDate Date  |