

**Tracking sheet –** Planning for Personal Development

The aim of this unit is for learners to develop an understanding of how to assess their strengths and weaknesses to set manageable, achievable goals for work and/or personal life. In this unit, the learner will consider their own strengths and weaknesses and how they might address areas of weakness. The learner will find out how to set both long-term and short-term goals, make and review their plans for achieving them.

**Level 2**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Be able to identify own personal development needs | | |
| * 1. Describe personal strengths |  |  |
| 1.2 Describe areas for personal development |  |  |
| 1. Be able to plan own personal development improvement | | |
| 2.1 Identify SMART targets for personal development |  |  |
| 2.2 Produce an action plan with dates for reviewing personal development targets |  |  |
| 2.3 Explain factors that could help or hinder progress towards meeting personal development targets |  |  |
| 1. Be able to review personal development plans | | |
| 3.1 Review progress and achievements regularly against plan |  |  |
| 3.2 Obtain feedback from others on your performance |  |  |
| 3.3 Give examples of successful outcomes from following the personal development plan |  |  |
| 3.4 Revise personal development plan to reflect future SMART targets for development |  |  |
| **Assessor feedback** | | |
|  | | |
| **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 | | |