Example BTEC National Diploma in Health & Social Care Action Plan Goals and actions

Short term for year 2

|  |  |
| --- | --- |
| Goal  (Where do I want to be?)  By when? | Actions  (How do I get there?) |
| To complete my UCAS application | Decide which universities I am going to apply to Draft my personal statement  Ask my PAT & subject tutor to read and advise on personal statement  Complete my UCAS form  Pay for and submit my form before the UCAS deadline. |
| To achieve at least a merit in Unit 7 | Ensure I fully complete all preparation tasks and research fully to ensure I have the knowledge and skills for the assignments.  Ensure I follow assignment tasks carefully and cover all the required criteria.  Ensure I keep up to date this year and learn from last year |
| To achieve at least a Merit in Unit 14 | Ensure I fully complete all preparation tasks and research fully to ensure I have the knowledge and skills for the assignments.  Ensure I follow assignment tasks carefully and cover all the required criteria.  Use my tracking document to plan my work and meet the targets I set myself to meet the submission date.  Ensure I keep up to date this year and learn from last year |
| To arrange my last work placement | To decide what type of placement I want for February.  Following induction from the work placement co-ordinator follow the procedure to apply for a placement. |
| I am resitting AS units for my other subject to try and improve my grade. | Develop a plan to manage my time effectively.  Attend revision classes. |