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

Long term for year 2

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| Goal(Where do I want to be?)By when? | Actions (How do I get there?) |
| To decide my choice of career as I’m currently torn between paediatric nursing and primary teaching.I need to decide this before I start my UCAS application in June 2014 | Careers interview.Speak to professionals working in each.Work experience in each area.Find out more about each course and the entry requirements.Research the career opportunities for both professions.  |
| To decide which universities I am going to apply to and complete my UCAS application  | Find out the entry requirements for the course.Find out more about the universities I have the predicted grade for.Attend university open daysDecide which universities I am going to apply to Draft my personal statementAsk my PAT & subject tutor to read and advise on personal statementComplete my UCAS formPay for and submit my form before the UCAS deadline. |
| To achieve to maximum grade I can based on my BTEC points from last year  | Find out my maximum possible grade and my predicted grade.Ensure I fully complete all practice 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 yearCarefully track my points for each assignment. |
| To make sure I have the 100 hours work placement required to complete the course. | Check the number of hours I logged last year over my two placements.Include evidence of any voluntary hours I have gained.Check on the completion of my work placement in February that I have 100 hours.Apply for voluntary work to increase my number of hours and experience if necessary. |