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 days  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 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 year  Carefully 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. |