



## **Individual Learning Plan**

What is it?

Your plan is a way for you to set personal targets and record achievements. It helps you to keep on track towards where you want to be in your life and your work.

Reason for making a plan

It helps you to take more control of your future, by reminding you what you have learned, achieved and enjoyed. Creating your plan can help you develop more confidence in your ability to tackle new things, become more employable, and get more out of life.

To get started with your plan, think about some of the things that you have already learned and enjoyed. Write those experiences down and remind yourself why it was important to you and how has it helped you.

### **Making your plan**

#### **Your learning account**

- Take stock of how much you have already done and achieved in your life, include all areas such as home, work, with friends or family. Jot experiences down, this will give you a record of all the important learning you have in your account.

#### **Your wish list**

- Look forward in your life and identify your goals. You will compare all you have learned and achieved already with what you hope for in the future.

#### **Your hit list**

- Set yourself some targets which will show you that you are on your way to getting what you want or where you want to be. This will provide the skeleton of your learning plan.

#### **Your help account**

- Review what or who has particularly helped, or hindered your learning. What support and guidance might you need?

#### **Make a plan of action**

- Make yourself a table, and set out what you intend to learn; how you purpose to learn it; when you plan to complete each part of it and how you will know how you have done it.

#### **Keeping going**

- Keep your plan updated, read through your steps again and see if you can add anything. Do reviews of your plan regularly, think again about your wish list, do you still have the same goals? Revise your Hit list of learning targets as well.