|  |  |  |
| --- | --- | --- |
| **Personal development action plan** | **Date:02/09/2025** | Icon  Description automatically generated |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Short and medium term targets | Actions required | Resources that can help | Success criteria (milestones) | Date for completion |
| *What do you want to achieve this year?* | *What do you have to do to achieve each target? Several different actions may be necessary.* | *For example, extra study resources, or friends or contacts who could help you.* | *How will you know if you have been successful with each action?* | *When do you need to complete each action?* |
| Start my level 3 maths modules. | I plan to have all the pre-module work completed far in advance of the start of the module and stay ahead of the time-line as much as I can. | Making use of the module Calander | Having completed the first TMAs and iCMAs at least 2 weeks before the cut off point. | Dec 2025. |
| Start my voluntary work as a MST124 buddie | Sign up and engage with the forum for the online buddie system | Colleges in work who are student support officers will be a great recourse for advise. | Being asked to return for the February start of the module | Feb 2026 |
| Have a new line in pottery ware, prepare and samples sent out for customer feedback. | Start designing and making samples. | Contact within my pottery circle who can advise on ways to develop the work I already am confident with | New shop available in the new year. | Feb 2026 |

Right click on the table to insert more rows.