|  |  |  |  |
| --- | --- | --- | --- |
|  | **Development Activity** | **Date** | **Progress Comments** |
| Previous SHORT TERM OBJECTIVES |
| **Proof-reading** | The development activity that I did was remind myself every task that I complete. I re-read my work and detected any errors. | 04/11/13 | Over the year, I have made drastic progress. I think that I have improved. |
| **Proof-reading** | I have definiately improved on proof-reading. In addition, I started reading books to enhance my grammer mistakes in my work. | 10/02/14 |
| **Proof-reading** | Over the year, I think that proof-reading my work has developed better than the previous year. I use a tool on Microsoft that detects any errors in my work. | 24/02/14 |
| **Previous MEDIUM TERM OBJECTIVES** |
| **Time management** | Complete work at breaks and home to get work done quickly, so they won’t be behind. | 04/11/13 | Time management has certainly improved. I know how to manage my time and I know what to do. |
| **Time Management** | Once the teacher sets the work, complete it in time and have time to do other teacher’s work aswell. | 10/02/14 |
| **Time Management** | As soon as I get the work, I complete it as soon as I can. Therefore, I do not need to pile up the work that I haven’t complete. | 24/02/14 |
| **Previous LONG TERM OBJECTIVES** |
| **Future – University** | I have choosed to go to University, after I finished college. | 04/11/13 | Once I came to this college, I did not know what to do in the future. However, I now know. |
| **Future - University** | Research about the courses I am going to do, to prepare me in future. | 10/02/14 |
| **Future - University** | I have looked at various courses and I seem to find an interest in the ’business and computing’ area. | 24/02/14 |

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| **Name** | **Usman Basharat** | | | | |
| **Course Title & Level** | **BTEC Extended Diploma in IT** | | | | |
| **Date Plan Written** | **24/10/13** | **Review Date 1** | **04/11/13** | **Review Date 2** | **10/02/14** |
| **Review Date 3** | **24/02/14** |  | | | |

**P8/D2 - PERSONAL DEVELOPMENT PLAN REVIEW**

**Existing Objectives**

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| **Skill** | **Previous**  **Score** | **Development Activity** | **Date** | **New Score** |
| Time management | 4 | I completed work at home which made me ahead of everyone. | 04/11/13 | 5 |
| Confident | 3 | I done presentations many presentations in English which made me comfortable to speak in class. | 04/11/13 | 4 |
| Presentation skills | 3 | Before I used to write a lot, but now I put pictures in to summaries my point. | 04/11/13 | 4 |
| Team-work | 4 | I think that I work well with others. It’s the same as before and I think I will need to improve on it. | 10/02/14 | 5 |
| Working to deadlines | 4 | I think that I complete work on time and I have improved from before. | 24/02/14 | 5 |

**Skill Development**

**New Objectives**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Development Activity** | **Date** | **Progress Comments** |
| **New SHORT TERM OBJECTIVES** | | | |
| **To meet all deadlines** | The development activity that I need to meet my deadlines, it is to complete the work that the deadline is first. For example, if a deadline is tomorrow and another deadline is on Friday, I would complete the deadline tomorrow. | **29/04/2014** | I have made drastic progress. I have given in all my assignments in on time and I have met each assignment when the teacher asks for it. |
| **New MEDIUM TERM OBJECTIVES** | | | |
| **To finish work at a high-standard** | Finishing the work to high-standards needs around the topic that is talked about. I could look at books and informations on it. | **29/04/2014** | I has made high-quality work. Comparing his work with the first time he arrvied, it has improvement drastically. |
| **New LONG TERM OBJECTIVES** | | | |
| **Be Organised** | I will need to be organised for me to know where my documents/papers are. | **29/04/2014** | I has been organised. I looked at his work and I know where everything is kept. |

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| **Unit Name and Number** | **Assignment Dates**  **P8 – Personal Development Plan** | | **Skills Needed** | **Skills Developed** | **Progress Made**  **(Review with one of your Peers)** |
|  | **Given Out** | **Submission** |  |  |  | |
| **Unit 1 – Communication and Employability Skills** | | | | | | |
| **Assignment 1** | **4/09/13** | **11/09/13** | All aspects of English skills e.g. writing, grammar, punctuation  One-to-one with peer  Identifying mistakes in peer’s work  Presentational skills | Reviewing work from all aspects  Proof-reading skills  Depth  Feedback from teacher (adding bits that I missed out) | I think that his progress over this assignment has been huge. We both reviewed this first assignment and he has improved it | |
| **Assignment 2** | **13/09/13** | **17/10/13 – 10/06/14** | Keep reviewing the criterion over a year  Writing a report about it | Increasing general skills  How to revise better by the learning style  Future prospects | This assignment has been reviewing objectives. It has given me some tips about the future. | |
| **Assignment 3** | **25/11/13** | **16/12/13** | Presentational skills in groups  Communication skills  Barrier of communication skills  Method of communication | How related skills used in a job  Speaking and listening skills  Confident during presentation | This assignment was about job the barriers and in future, we highlighted what skills we need for it and we can use it for the future. | |
| **Unit 2 – Computer Systems** | | | | | | |
| **Assignment 1** | **7/01/14** | **7/02/14** | Operating system information  Hardware components need to know  Not too complex with words for the target audience | Detail of motherboard  Comparison skill  Explaining different types of topics and subjects | The progress of this unit is about operating system and hardware components. I had to make a few corrections but it is all right so far. | |
| **Assignment2 (P4 & M2)** | **10/02/14** | **3/03/14** | Researching an specific item skill | Reviewing the item in detail and comparing both | This was only 2 criterions for this unit. We had to name a computer and compare it with another one. | |
| **Assignment 3** | **5/03/14** | **23/04/14** | Basic mini guide  Annotations  Not to detailed for audience | One-to-one learning  Practical tasks with another person | This was the practical assignment, we physically saw what we going to do, and what we are going to write about. | |
| **Unit 24 – Controlling Systems Using IT** | | | | | | |
| **Assignment 1** | **14/03/14** | **28/04/14** | Comparing skills  Practical skills with group  Explaining | Using different sensors for and the practical side of it | One of the criterions is practical. We had to use it and follow the guide to submit the work | |
| **Assignment 2** | **06/05/14** | **23/05/14** | Maths skills  Binary | Communication for computers  Research on binary and the others | This part of the assignment was all about the maths side and the control loop. I had to do research for it. | |
| **Assignment 3** | **27/05/14** | **13/06/14** | Working with a group  Improvement skills  Sensors | Robot  Programming the robot  Working together in a group | This assignment took us the longest out of all of the ones we have done. We had to make a robot, program it and do the theory part. | |