Personal Learning Plan

***OFI** refers to Opportunities for Improvement. These sections may be used to record updates to the learning plan during reviews.*

Learning goals	
1	
2	

Learning activities

No.	**Goal**	**What**	**When**	**How**	**Where**	**Who**	**Completed**
	Which goal does this relate to?	*Activity name*	*Dates/times*	*Learning approach/es*	*Location*	*People involved*	*Yes/No* *Date*
1	☐ 1 ☐ 2						☐ Yes ☐ No Date: _____
2	☐ 1 ☐ 2						☐ Yes ☐ No Date: _____
3	☐ 1 ☐ 2						☐ Yes ☐ No Date: _____
4	☐ 1 ☐ 2						☐ Yes ☐ No Date: _____
OFI	☐ 1 ☐ 2						☐ Yes ☐ No Date: _____

Support resources

No.	**Activity**	**What**	**Where/how**	**Who**	**Completed**
	Which activity does this relate to?	*Resource name*	*Access to the resource*	*Responsible person*	*Yes/No* *Date*
1	☐ 1 ☐ 2 ☐ 3 ☐ 4				☐ Yes ☐ No Date: _____
2	☐ 1 ☐ 2 ☐ 3 ☐ 4				☐ Yes ☐ No Date: _____
3	☐ 1 ☐ 2 ☐ 3 ☐ 4				☐ Yes ☐ No Date: _____
OFI	☐ 1 ☐ 2 ☐ 3 ☐ 4				☐ Yes ☐ No Date: _____

Solutions to barriers to learning						
No.	**Activity**	**Why**	**What**	**How**	**Who**	**Completed**
	Which activity does this relate to?	*Barrier*	*Solution*	*Actions to implement*	*Responsible person*	*Yes/No* *Date*
1	☐ 1 ☐ 2 ☐ 3 ☐ 4					☐ Yes ☐ No Date: _____
2	☐ 1 ☐ 2 ☐ 3 ☐ 4					☐ Yes ☐ No Date: _____
3	☐ 1 ☐ 2 ☐ 3 ☐ 4					☐ Yes ☐ No Date: _____
OFI	☐ 1 ☐ 2 ☐ 3 ☐ 4					☐ Yes ☐ No Date: _____