

Personal Learning Plan (02)

Aim

To develop a Personal Learning Plan to allow you to complete the training requirements for your role, taking into account existing knowledge and skills.

Topics covered

Creation of a Personal Learning Plan which:

- Identifies the modules relevant to your role
- Assesses if you have to complete learning for this module
- Specifies how this learning will be accessed
- Provides validation ideas
- Provides a time frame for completing your training.

Change of role

Revalidation of this module is required for any change of role.

Check your knowledge

These questions are designed to help you establish what you already know and the learning you still have to complete for this module. You should work with your Training Adviser (TA) to identify any learning you have left to complete and how you can complete this. These questions will explore your knowledge on the topics covered; you will need to demonstrate practical experience to meet the requirements of the validation criteria below.

Topic	What do you already know? Questions to ask yourself	Confidence rating How would you rate your confidence in this area? (1= not confident, 5= very confident)
Creation of a Personal Learning Plan	Do I know which modules are required for my role?	
	Have I used the 'Check your Knowledge' chart to identify prior learning and assess my learning needs?	
	Have I identified my preferred learning method for each module?	
	Have I identified the most appropriate validation criteria for each module based on my role?	
	Have I identified the evidence I would like to use to demonstrate my achievement of validation criteria?	

Delivery methods

One to One

Validation criteria

To validate this module, you will need to:

Create and agree a Personal Learning Plan with your Training Adviser to allow you to complete the training requirements for your role, taking into account existing knowledge and skills.

Evidence you could use may include one or more of the following: completed Personal Learning Plan Document, discussion with your Training Adviser focussing on how you will complete the training requirements of your role.

The list of evidence provided for each validation criteria is not exhaustive and there may be other forms of evidence that you may wish to use to validate this module. These can be agreed with your Training Adviser. In addition to looking at the evidence you have provided, your Training Adviser will ask you to review and explain some elements, to ensure that you have applied your knowledge and understanding in your role.