

Chapter 1—Initial assessment action plan

Initial assessment action plan

Key area	Present level	Action	By whom (this could include extra support)	Review date
Communication				
Application of number – numeracy				
ICT				
Literacy				
Study skills (include research, academic writing, Harvard referencing)				
Working with others				
Problem solving				
Improving own learning and performance				
Subject specialist knowledge				
Teaching ability (highlight where you think you are)	Grade 1 – outstanding Grade 2 – good Grade 3 – satisfactory Grade 4 – unsatisfactory			
Short-term/long-term goals				
Goals (identify short- and long-term goals; where do you see yourself in 1 year's time? keep these goals smart)	By (when? time given to each goal)	Activity (what do you need to do to get to your goal)	Resources (what will help you on your way? Tutor support, mentor support, group, external agencies etc?)	Done (review when goals have been achieved)
Tutor review of progress				
Area for development (from your initial assessments)	What progress have you made?	What do you need to do before the next review?	Tutors comments Signed: Date:	