

PSE 5800 Worksheet

Unit 1 Personal Action Planning

Entry 3 (PAPE3)

Student name	Student number			
Centre name	Centre number			

Notes to teachers and students

This worksheet is for the amended [PSE 5800 specification](#) for teaching from September 2017.

If any of the Learning Outcomes and Assessment Criteria has been amended, the changes will be listed here:

- Learning Outcomes amended: none
- Assessment Criteria amended: 3.2

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Student name:	Date:
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Entry 3 (PAPE3)

Teacher checklist

Learning Outcomes		Assessment Criteria		Achieved Yes / No (date)
The learner will:		The learner can:		
1.	Be able to recognise own strengths, weaknesses and areas for improvement.	1.1	Classify own performance across skills and/or qualities into strengths and weaknesses.	
		1.2	Review the classification with a peer or adult, sign and record any agreed amendments.	
		1.3	Prioritise two areas for improvement from the amended classification.	
2.	Be able to identify personal targets for improvement.	2.1	Identify two targets from the priorities which will help improve own performance.	
3.	Be able to carry out action planning and review.	3.1	Produce an action plan for both targets including information on: a) action required b) review date.	
		3.2	Review the action plan by the deadline date.	
		3.3	State briefly why this process was useful.	

Student name:	Date:
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1.1

Classify own performance across skills and/or qualities into strengths and weaknesses.

Strengths	Weaknesses

Student name:	Date:
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1.2

Review the classification with a peer or adult and record any agreed amendments.

Review of classification with amendments	
Strengths	
Weaknesses	
Signed student:	Signed peer/adult:

Student name:	Date:
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1.3

Prioritise two areas for improvement from the amended classification.



I think I could do better at
Because

I think I could do better at
Because

Student name:	Date:
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2.1

Identify two targets from the priorities which will help to improve own performance.



A target I could work on to help me is

.....

.....



A second target I could work on to help me is

.....

.....

Student name:	Date:
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3.1

Produce an action plan for both targets including information on:

a) action required

b) review date

Target 1:	
Action required to achieve my target:	Deadline date
Review date:	

Target 2	
Action required to achieve my target:	Deadline date
Review date:	

Student name:	Date:
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3.2

Review the action plan by the deadline date.

Review of action plan
Target 1:
Target 2:
Signed student:

