

Action Plan - additional guidance

This guidance is designed to provide an overview of how to develop areas that need further attention in relation to your academic performance. You should use **1. Collation of Feedback**

This will inform a discussion between yourself and your Academic Advisor which feeds into completing **2. Action Plan** Using the guidance below, construct meaningful Aims, Targets and Actions.

Aims, Targets and Actions

Using the work completed on strengths and areas for development you are required to identify Action Points to be completed during the next Semester or 12 months:

- An **AIM** identifies the direction you are heading in, usually worded in such a way as to suggest a purpose.
- A **TARGET** is a specific point that you need to achieve. Usually worded so that you know when it has been reached (e.g.: it's measurable). A target can be the end point, or an intermediate point on the way to achieving an aim.
- An **ACTION** is something you do to achieve a target or aim. Unrelated to a target or aim, simply stating an action means it can be unclear as to what the purpose of an action is.

Example:

Aim	To be able to reference using APA style referencing correctly
Target	<ul style="list-style-type: none">• Identify how to format references for text books in text• Identify how to format references for websites in text• Identify how to format reference lists correctly
Actions	<ul style="list-style-type: none">• Print off Learning Centre Guidelines on referencing• Review past assignments and practice applying guidelines to these pieces of work• Follow guidelines in future assignments

Time Bound Aims

You are required to identify relevant and realistic completion dates for your aims and action points. These should relate to the next semester or academic year and relate to your reflection on attainment and ideally discussions with your Academic Advisor. It is advisable to spread the dates over several months so that you provide the best opportunity to achieve the actions you set.