

Initial Individual Development Plan		
Trainee Name	Date / Activity	Name of ITT Team Member
<p><b>Starting point:</b> (Consider your current teaching skills, breadth of experience (in terms of levels, student ages, etc), your competence against LLUK standards, subject specific knowledge and teaching skills, personal literacy/numeracy, understanding of Skills for Life, etc)</p>		
<p><b>Short term goals – what do you want to achieve by the end of the first term?</b></p>		
<p><b>Medium term goals – what do you want to achieve by the end of the course?</b></p>		
<p><b>Long term goals – what do you want to achieve in next 2/3 years?</b></p>		
<p><b>Your comments</b></p>		

*Note: this will be used as the basis of the initial tutorial to set targets and goals*

**Member of ITT Team** .....

**Trainee** .....

Individual Development Plan		
Trainee Name	Date / Activity	Name of Tutor
<b>General Comments and update</b> (e.g. Changes in situation; update of action on previous targets; new activity or issues since last session)		
<b>Issues discussed</b> (e.g. overall progress; assessment tasks; teaching practice; mentoring; subject development; equality & diversity; progress against LLUK standards, Minimum Core, Programme Learning Outcomes)		
<b>Action required</b> (e.g. New / revised targets; deadlines to meet; modules signed off; observations to arrange)		<b>By whom / when?</b>
<b>Your comments</b>		

**Member of ITT Team** .....  
**Trainee** .....

*Note:*

- *Milestone review/general tutorial: one copy for tutor, one copy for trainee*
- *Mentor session: one copy for mentor, one copy for tutor, one copy for trainee*