

## 13) USING MILESTONE REVIEWS AND INDIVIDUAL LEARNING PLANS

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(With thanks to Bath Spa University, Bridgwater, Norton Radstock, Weston and Wiltshire Colleges)

**Relevant for the following LLUK Domains:**

- **Domain A Professional values and practice**
- **Domain B Learning and teaching**
- **Domain C Specialist learning and teaching**
- **Domain E Assessment for learning**

**Short description:**

A simple way of making use of and documenting regular discussion / feedback / action planning sessions (Milestone Reviews) with trainees / teachers, and following up on the outcomes.

**Aims and objectives:**

- To enable trainees to summarise key aspects of their progress and professional development in simple Individual Development Plans.
- To revisit those plans, track their progress and revise them for the future.
- To develop their reflective practice, self-evaluation and professional confidence.
- To ensure progress is effectively tracked and documented.

**Detailed Description:**

- Agree / decide in advance, how often you will undertake Milestone reviews with trainees, as appropriate for your programme.
- Programme those tutorials into trainee and ITE / CPD tutor timetables and calendars
- Ensure trainees get dates / copies of IDPs in advance
- Tutors need to monitor progress, check evidence of progress and use SMART targets with trainees / teachers

**Requirements and Resources:**

**Guidance for trainees**

**Milestone Reviews (for a two year PT programme – adjust accordingly for other programmes)**

There will be a minimum of **three formal milestone reviews** during the year. At these, your progress will be reviewed against previously set targets. These targets will reflect progress and further goals in relation to practical teaching, assignments, mentor support, personal skills etc. These reviews will also record how you are promoting equality and diversity both within your subject content and within your teaching approaches. In addition it will review the impact

that you believe your teaching is having on your students' learning. There will also be a general tutorial component to the reviews. These milestone reviews will be based on your progress within the laid down course requirements, so could include discussions about:

- Observations of teaching
- Assignments
- Journal entries
- Session activity
- Teaching File evidence

The results of the milestone review will be synthesised and summarised on your Individual Development Plan (IDP). The results of the first review will be recorded on the Initial Individual Development Plan.

- Before a Milestone Review you need to write a draft IDP using:
  - Reflections on your progress
  - Ideas / suggestions about future targets
  - Progress with previous targets
  - Results from your assessments
  - The results of the review will be entered on to your IDP, and a copy made by your tutor for the central records.

Assistance with the reflection involved can be found on the 'reflective practice' wiki, and is available on:

<http://reflectivepractice-cpd.wikispaces.com/Reflecting+on>

### **Hints and tips:**

- The use of milestone reviews needs to be kept simple, but must also be rigorous, and progress on previous targets need to be followed up and discussed.
- If trainees can use electronic tools to help with this (e.g. Reflect) that can be helpful, but sticking to the simple IDP format is important.

### **Teacher guidance:**

- IDPs can become over simplified checklists with trite statements such as 'to complete my assignments' or to 'get my observations' done, and it is important to try to ensure the balance between time spent and SMART targets / actions is maintained with individuals.

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*