Form 011: Action Plan

The best support that you can offer a Learner in practice will involve the development of a clear Action Plan.

The important features of an action plan are that issues are clearly identified, there is a clear indication of what needs to be improved upon and how this can be achieved, with examples of the support that will be offered.

A documented action plan provides evidence that you are fulfilling your professional accountability and responsibility as a mentor by facilitating learning opportunities and undertaking a fair and accurate assessment (Elcock and Sharples, 2011) of your students performance.

**Action Plan**

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| **Date** | **Area of Concern or Development Area** | **Objectives for Competence** | **Plan of Support (SMART)** | **Review Date** | **Comments** |
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Action Plan Agreed by:

**Mentor Signature………………………………..Student Signature………………………………………Date…………………………………**