

## Eve's personal development plan for the forthcoming year

What do I want or need to learn?	What will I do to achieve this learning need?	What resources or support will I need?	Target date	With whom and when will this be reviewed?
1. AAT Level 2 Certificate in Accounting	Attend my training provider	Time to revise for my exams	End of the year	My tutor and my line manager at the end of the course
2. Confidence assessments and exams	Practise each week	AAT website, textbooks and tutor support	Practise every week.	My tutor every week
3. Word and Excel applications	Attend short courses	Cost of attending the course	ASAP but by the end of the year	My line manager at the end of the course
4. Letter and report writing	Research on internet and practice at work	Financial controllers support	During this year	My line manager during the year
5. Accounting skills	Read magazine, use AAT website and textbooks	Support from tutor	3 hours every week	My tutor each week and my line manager at the end of the course

## Joe's personal development plan for the forthcoming year

What do I want or need to learn?	What will I do to achieve this learning need?	What resources or support will I need?	Target date?	With whom and when will this be reviewed?
1. AAT Level 2 Certificate in Accounting	Attend my training provider	Time to revise for my exams	Within six months	My tutor at the end of the course
2. Employability skills	Attend classes each week	Tutor support	Practise every week.	My tutor every week
3. Learn to drive	Driving lessons	Cost of lessons and test	Within nine months	Myself in nine months
4. Time management	Research on internet and self practice	Self discipline, practice weekly	During this year	My tutor during the year
5. Work experience at an accountants	Work experience employment	Support from dad's friend	Within six months	My tutor and my work experience manager