

**PERSONAL  
DEVELOPMENT  
PLAN**

*The Haven Project*

**Name**

.....

**Date**

.....

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## Section 1: Voluntary Work & Employment Details

Organisation	Dates From - To	Job Title & Main Duties

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## Section 2: Training & Qualifications

<b>Title/Level</b> e.g. NVQ Level 1, BTEC, Award	<b>Provider</b>	<b>Dates</b> <b>From -</b> <b>To</b>	<b>Topics covered</b>

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**Section 3: Transferable Skills/Experience, Knowledge and Personal Qualities**

**Skills/Experience:**

**Knowledge:**

**Personal Qualities:**

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## Section 4: Interests & Hobbies

## Section 5: Pre Vocational Aims

identify goals to achieve: that will build confidence, increase independence and lead to personal positive outcomes and targets.

## Section 6: Vocational Aims

identify goals that are related to a vocational area: future course, college, employment – voluntary/paid.

## Section 7: Barriers to overcome

Barrier & Potential Solutions	Date
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**Section 8: Diary of Achievements** see Sections 5 & 6 identified Aims

**Pre Vocational & Vocational**

**Date**

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**Section 9: Evidence enclosed**

**TRAINING AWARDS**

**CERTIFICATES**

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**Section 10: Meetings/Notes/Comments**

<b>Date</b>	<b>Comments</b>
	<p><i>The Haven Project</i></p>

**Section 10: Meetings/Notes/Comments (Cont)**

<b>Date</b>	<b>Comments</b>
	<p>The Haven Project</p>