

Name: Period Covered:

Job Title:

Location:

Main Duties:

Learning in
last twelve
months

Skill Area/Capability

Action planned/needed

Timescale/
Target date

My role/responsibility

My employer's role/responsibility

Essential? ☐

Desirable? ☐

Skill Area/Capability

Action planned/needed

Timescale/
Target date

My role/responsibility

My employer's role/responsibility

Essential? ☐

Desirable? ☐

Skill Area/Capability

Action planned/needed

Timescale/
Target date

My role/responsibility

My employer's role/responsibility

Essential? ☐

Desirable? ☐

Skill Area/Capability

Action planned/needed

Timescale/
Target date

My role/responsibility

My employer's role/responsibility

Essential? ☐

Desirable? ☐

Skill Area/Capability

Action planned/needed

Timescale/
Target date

My role/responsibility

My employer's role/responsibility

Essential? ☐

Desirable? ☐