example action plan

| | | Miss Anon | | | |
|---|---|-----------------------------------|--|-------------------------------|---|
| | | Self Assessment of Skills | | | |
| | | DEA Assessment | | | |
| | | Identified potential career paths | | | |
| | | | | | |
| 1) Care Assistant | | 2) Hair Dressing | | 3) Shop Assistant/Telephonist | |
| Month/Year | Action | Month/Year | Action | Month/Year | Action |
| Now (May '05) | Search for appropriate course with guidance from Case Manager | Now (May '05) | Search for appropriate course with guidance from Case Manager | Now (May '05) | Rebuild CV with help from Case Manager |
| June '05 | Enrol on Care course | June '05 | Enrol on hairdressing course | June '05 | Work on interview techniques with Case Manager |
| September '05 | Start BTEC First Diploma in Care course (lasts 36 weeks) | September '05 | Start NVQ Level 1 course (lasts 36 weeks) | July '05 | Complete job training skills with Case Manager |
| October '05 | Rebuild CV with help from Case Manager | October '05 | Rebuild CV with help from Case Manager | August '05 | Begin Jobsearch with help from Case Manager |
| November '05 | Work on interview techniques with Case Manager | November '05 | Work on interview techniques with Case Manager | October '05- February '06 | Secure employment with assistance from Case Manager |
| December '05 | Complete job training skills with Case Manager | December '05 | Complete job training skills with Case Manager | | |
| February '06 | Search for apprenticeships with guidance from Case Manager | March '06 | Search for apprenticeships with guidance from Case Manager | | |
| July '06 | Complete BTEC First Diploma in Care course | April '06 | Complete NVQ Level 1 course | | |
| August '06 | Secure employment and search for BTEC National Diploma in Caring Services providers if desired, with guidance from Case Manager | May '06 | Search for NVQ Level 2 course providers (if she wants to develop skills) with guidance from Case Manager | | |
| | | June '06 | Secure apprenticeship with goal of NVQ Level 2 | | |
| | | June '06 | Enrol on NVQ Level 2 course for 34 weeks | | |
| | | March '07 | Search for new employment if desired/needed with help from Case Manager | | |
| Length: 1 - 2 years Cost: £x,xxx + course costs | | Len Cos | | Lenç Cos | |