

SICAP -Examples of Personal Action Plans

Please see attached two examples of Personal Action Plans which have been developed for SICAP. These have been selected as good examples of how to set out an Action Plan and meet the minimum criteria for all SICAP Personal Action Plans. These were originally issued in an appendix to a communication on SICAP pilot audits, dated 19th April 2016 and have since been updated to be in line with a communication issued on 2nd August 2017 on Core Findings from SICAP Inspection Visits 2016. These are for guidance purposes only and to assist you to meet the SICAP requirements as you may also decide to include additional areas in to the PAP template for your company.

The two PAPs are from Avondhu Blackwater Partnership Ltd and Clare Local Development Company. They've done a brief introduction below to help PIs understand how they were developed and are used. We suggest that you take a look and to also explore other approaches adopted by other PIs, and perhaps there is scope to adapt elements into your own Personal Action Plans if you think useful.

Should you require any further details on the Action Plans from the two companies, you can contact Mary Gubbins from Avondhu (maryg@avondhublackwater.com) or Samantha from Clare (SMcCarthy@CLDC.IE).

Avondhu	Clare
<p>Our template was designed by 3 members of the SICAP Team, shortly after the roll out of the SICAP Programme. The design was based on the collective experience of the Team, each bringing expertise of working with individuals, including young people, with a focus on progressing their employment and education opportunities.</p> <p>This template has proven to be a valuable tool. It helps the client focus on what their current skills are, what they need to work on and identifies barrier. The individual is part of the process of setting the 3 and 6+ month goals. It also helps them explore possible progression routes.</p> <p>We have found it an excellent reference for us as Development Officers, giving us a clear picture of current and required skills for progression. It is also an excellent reference when we are completing follow up work with clients.</p>	<p>The Personal Action Plan used by us is designed to assist SICAP clients to identify their pathway back to education, to employment or to self-employment.</p> <p>This PAP focuses on facilitating individuals to complete a SWOT analysis and uses the GROW (Goal, Reality, Options/Obstacles and Way Forward) model of coaching to help them to fully understand the realistic steps that they need to take to make this goal a reality.</p> <p>This approach is used where individuals set goals that may not realistically be achievable immediately. They may need a few interventions, either from the SICAP implementer or elsewhere before they are fully ready to move forward. The Personal Action Plan is very beneficial for use with Job Seekers who have been unemployed for a period of time.</p> <p>Steps to achieve the goals and plans to move forward are agreed with the client and follow</p>

This is always a document in progress and in many cases the personal progression routes and outcomes are not determined until 6 - 12 months after our 2nd / 3rd meeting with clients. This is especially true when individuals undertake education and training options.

up at each stage of implementation should be built into the plan.

SICAP Personal Action Plan

Avondhu Blackwater Partnership Limited

Individual's Name:

Address:

Contact No:

Email:

Current Skills / Employment Background:

Detail if the individual is currently availing of support from another programme and if so, please provide a rationale.

Skills to Work on:

Barriers to progression(if any):

My Goals:
3 months –

6+ months –

My Resources:

Action Plan:

Meeting 1:

D/O:

Individual:

Meeting 2:

D/O:

Individual:

Meeting 3:

D/O:

Individual:

Progression Route:

Outcome:

Additional Notes:

Signed: _____

(Development Officer)

Date: _____

Clare Local Development Company -Personal Action Plan

Individual's Name:

G	Goal	The Goal is the end point, where you want to be. The goal has to be defined in such a way that it is clear to you when you have achieved it.
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Where do I want to be? – Long Term Goal	
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R	Reality	This is how far you are from their goal. If you were to look at all the steps you need to take in order to achieve the goal, the Reality would be the number of those steps you have completed so far.
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Where am I now? – Reality

***Education/Training History * (Select one option only, i.e. highest level attained)**

<input type="checkbox"/> No formal education	<input type="checkbox"/> Upper Secondary (NFQ 4 or 5)	<input type="checkbox"/> Honours Bachelor Degree / Professional Qualification (NFQ 8)
<input type="checkbox"/> Primary (NFQ 1 or 2)	<input type="checkbox"/> Advanced Certificate / Completed Apprenticeship (NFQ 6)	<input type="checkbox"/> Postgraduate Diploma or Degree (NFQ 9)
<input type="checkbox"/> Lower Secondary (NFQ 3)	<input type="checkbox"/> Higher Certificate (NFQ 6)	<input type="checkbox"/> Doctorate (NFQ 10)
<input type="checkbox"/> Technical or Vocational (NFQ 4 or 5)	<input type="checkbox"/> Ordinary Bachelor Degree / National Diploma (NFQ 7)	

Additional Training & Education, please specify;

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Detail if the individual is currently availing of support from another programme and if so, please provide a rationale.

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***Career History ***

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O	Obstacles	There will be Obstacles stopping you from getting where you are now to where you want to go. If there were no Obstacles you would already have reached your goal.
	Options	Once Obstacles have been identified, the ways of dealing with them are the Options.

*What is stopping me from getting where I want to be? – Obstacles
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*What could I do? – Options
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W	Way Forward	The Options then need to be converted into action steps which will take you to your goal. These are the Way Forward
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Next Step		Status	Next Step		Status
Leaving Unemployment Strategy			Leaving Unemployment Workshops		
	Strategy Self-Assessment			First Impressions	
	Job Search Activity			Jobs Workshop	
	Skills Assessment			CV Workshop	
	CV Development Activity			Online & Social Media for Jobseeking	
	Networking Activity			Interview Workshop	
	Interview Prep Activity			Personal Development Goal Setting and Confidence	
	Continuous Personal & Professional Development				

CLDC Staff Contact

Staff Name:

Office:

Telephone:

Email:

Date of next meeting: