

Annex I - Action Plan Sample Response



Core Principle	Status in current Self-Assessment (and previous if applicable)	Indicators chosen to work on	Description of action(s) to be taken (this may include potential evidence)	Resources/ Support needed for each action	Person(s) responsible	Timeframe/ Milestones of progress	Progress to date (please indicate N/A if new action)
Principle 6: Produce and use Quality Resources and Materials, based on continuous learning	1st SA (April 2020): Partly Current: Substantially	Practice indicator 6.3: Use resources which are up-to-date, accurate and balanced from varied, reliable sources, including from places/ communities under discussion where possible	Training and programme plans with info and links to sources and resources used	Add an additional column to our training outline to include information about sources	Time for research when developing training programme	Training officer	Updated our training outline to include space for information on sources; this is now in use by all trainers and sources shared between team at monthly meetings.
Please state here why you chose each particular area (principle/indicator) to focus on:							

Note: This sample text is provided to serve as an example of the type of information needed for an action plan. There is no obligation to start with this principle or to include it in your action plan at all. We hope you find it useful in providing an example of an action plan.

Annex II: Your Action Plans: First Action Plan

Date of first submission (please include month and year):

For each self-assessment, a separate Action Plan template is included below for you to fill out. This is so that each set of actions for the corresponding self-assessment is distinct and changes between action plans are easier to see, though of course some actions may be repeated or developed from one Action Plan to the next.

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Please state here why you chose each particular area (principle/indicator) to focus on:

Second Action Plan

Date of second submission (please include month and year):

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Please state here why you chose each particular area (principle/indicator) to focus on:

Third Action Plan

Date of third submission (please include month and year):

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Please state here why you chose each particular area (principle/indicator) to focus on:

Fourth Action Plan

Date of fourth submission (please include month and year):

For each self-assessment, a separate Action Plan template is included below for you to fill out. This is so that each set of actions for the corresponding self-assessment is distinct and changes between action plans are easier to see, though of course some actions may be repeated or developed from one Action Plan to the next.

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