

<< Insert Setting>> Action Plan <Date>

Purpose

To support training providers to resolve a condition and/or recommendation by:

* establishing steps, actions, and proof to resolve the condition and/or recommendation
* monitoring the progress towards the condition and/or recommendation

Action Plan

An action plan is a checklist of tasks to complete by a Training Provider that achieves the condition and/or recommendation. Components of an action plan include

* description of the condition and/or recommendation
* tasks that need to be completed to reach the condition and/or recommendation
* timelines for when tasks will be completed
* measurement to evaluate the progress
* supporting evidence.

An action plan is not static, circumstances can change, and you may need to revisit and adjust it. The plan helps to keep you on track, identify and prepare for barriers.

Action Plans: Conditions

Action Plan

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| --- | --- | --- | --- | --- |
| Criterion/Requirement | Condition | Action being taken/has been taken | Finish date | Proof |
|  |  |  |  |  |
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Action Plans: Recommendations

Action Plan

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| --- | --- | --- | --- | --- |
| Criterion/Requirement | Recommendation | Action being taken/has been taken | Finish date | Proof |
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