





School year			
(name of the student) Personal Development Plan and record of advancement			
Mentor			

Persons authorized to have access to the Personal Development Plan are the student concerned, the parent/relative of the student and the professionals directly taking part in the development process. Other persons can have insight into the plan only with the consent of the student concerned.







General information

Name of the student:	Age:
Address:	
Discussion and the second seco	
Phone number:	
E-mail address:	
Mother's birth name:	Father's name:
Occupation:	Occupation:
Address:	Address:
Phone number:	Phone number:
E-mail address:	E-mail address:
Notes Previous studies. What school(s) he/she has finished? Reason for dropping out of school:	Other:
Change in the data:	







Further information Social status

Status: (disadvantaged, with multiple	
disadvantages, taken under protection)	
Number of people living in the family:	
Number of underage:	
Occupation of the caregiver:	
Number of wage earners in the family:	
Monthly income per capita/month:	
Is there any unemployed or a retired in the family?	
Is the student receiving an orphan's allowance	
Do the parents live together or have divorced?	
Is there a foster parent (yes/no):	
Number of siblings:	
	Data on those receiving aftercare
Address of the institute providing aftercare:	
Name and phone number of the contact person:	
Contact with the parents:	
(yes, no, occassionally, letter, etc.)	
Is there any contact with the sibling(s)? Sibling(s) is/are in children's home or living with the parents?	
Till what age he/she is expected to be allowed to live in the children's home?	













Social status	Characteristics of the apartment, living conditions (according to the student and/or the parent). Characteristics of the student's private living space.
Health status, fitness (according to the student and/or the parent). Illnesses (de facto or suspected SEN, integration, learning and behavioural problems or multiple disadvantages)	Hobby, sport
Study plans	Plans for future profession, workplace







Summarizing evaluation of the student based on the experiences gained during September-October (This should be the basis for the plans for November-December-January.)

Evaluation of the 1st phase: based on the			Planning of the 2nd phase (November-December-January)		
experiences gain	ned in Septe	mber-Octob	er		
Description and s based on the obse				Date:	
 What are the strengths the developmenta process should be based on? 		elopmental on were	Signature and status of the persons present at the PDP discussion or at the personal individual consultation.		
				Invitation of the participants should be proved by documents. The fact of the discussion should also be documented by a protocol or a memo and the presence of the participants by their signature.	
				Individual comments on the student by the participants of the PDP discussion:	
				What specific tasks are planned for the forthcoming period on the basis of the	
				summarizing evaluation? Tasks the participants (student, parent, helper-pair/mentor, others) undertook, defined in small steps, including deadlines.	
Signature of the et	udont:				
Signature of the st				Signatures:	
		•••			
Signature(s)	of	the	parent(s):		







Evaluation of the 2nd phase: based on the experiences gained in November-December-January	Planning of the 3rd phase (February-March)
Evaluation of the cooperation on the basis of the tasks undertaken in the previous phase, in relation to all participants. - Achievements, successes, failures of the personal development - Which areas of the cooperation were successful/failure? - Progress in learning?	Date: Signature and status of the persons present at the PDP discussion or at the personal individual consultation. Invitation of the participants should be proved by documents. The fact of the discussion should also be documented by a protocol or a memo and the presence of the participants by their signature. Individual comments on the student by the participants of the PDP discussion: What specific tasks are planned for the forthcoming period on the basis of the summarizing evaluation? Tasks the participants (student, parent, helperpair/mentor, others) undertook, defined in small steps, including deadlines.
Signature of the student:	
Signature(s) of the parent(s):	Signatures:







Evaluation of the 3 rd phase: based on the experiences gained in February-March	Planning of the 4th phase (April-May-June)		
Evaluation of the cooperation on the basis of the tasks undertaken in the previous phase, in relation to all participants. - Achievements, successes, failures of the personal development - Which areas of the cooperation were successful/failure? - Progress in learning?	Date: Signature and status of the persons present at the PDP discussion or at the personal individual consultation. Invitation of the participants should be proved by documents. The fact of the discussion should also be documented by a protocol or a memo and the presence of the participants by their signature. Individual comments on the student by the participants of the PDP discussion: What specific tasks are planned for the forthcoming period on the basis of the summarizing evaluation? Tasks the participants (student, parent, helperpair/mentor, others) undertook, defined in small steps, including deadlines.		
Signature of the student:			
Signature(s) of the parent(s):	Signatures:		







Evaluation of the 4th phase: based on the	Summarizing assessment of the student's development on completion
experiences gained in April-May-June	of year/school







Evaluation of the cooperation on the basis of the tasks undertaken in the previous phase, in relation to all participants. - Achievements, successes, failures of the personal development - Which areas of the cooperation were successful/failure? - Progress in learning?	
Signature of the student:	Date of closure:
Signature(s) of the parent(s):	Name of the helper pair/mentor:





Record of personal advancement

Month	Date	Detailed activity	Signatures
YYYY			
September			
YYYY			
October			
YYYY			
November			
YYYY			
December			
YYYY			
January			
_			
YYYY			
February			
YYYY			
March			
YYYY			
April			
YYYY			
May			
1000			
YYYY			
June			





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