**Guidance on writing SMART personal goals for placement**

**How to decide on which goals to set**

* Review actions on last page of previous placement CPA forms and take appropriate ones forward into your next placement goals (especially transferable skills)
* Review which learning outcomes you do less well on (lower grade/mark) and consider including a goal on these areas

N.B. Don’t let your educator select a goal for you as these are rarely personal to your learning

**Tips for writing SMART goals**

* The number of goals should be appropriate for the learning/placement but usually 4-6 is a manageable number
* Avoid open-ended words such as improve, better, further, develop, as they are difficult to measure objectively.
* State the goal not the process, e.g. to demonstrate/show knowledge/skills not to learn/develop knowledge/skills.
* Ensure you have identified the goal rather than an action/opportunity, e.g. ‘Communicate clearly & effectively in a class setting so all patients understand instructions’ rather than ‘taking a class’.
* State appropriate level by referring to wording in the marking descriptors at the level you hope to achieve, e.g. safe, fluent, independent, consistent, systematic, complex.
* Be specific by stating which condition/technique/element of assessment you will focus on rather than ‘a range of conditions/techniques or all of the assessment’.
* Avoid including “feeling confident” in goal as hard to measure and very likely to improve anyway with experience/practice. Delivering something in a confident manner can be observed through body language, voice etc so this would be measurable.
* Brief, clear and useful action plans/points that prompt you to work towards your goals.
* Measures should be concise, clear and appropriate:
  + Observation by another/educator with feedback for a skill
  + Verbal/written evidence for knowledge/understanding/reasoning
  + Written evidence for reflection/research
  + Presentation can be used to demonstrate achievement of a range of goals.
* Use staggered/appropriate timeframes rather than all ‘end of placement’ as this is more

manageable and prompts you to review them more regularly.