Individual Learning Goals and Targets

Developing, monitoring and reporting on individual learning goals and targets

Developing, monitoring and reporting on individual learning goals and targets is a school based decision and may take place whenever the school considers the process to be of most benefit to students' learning. Schools are advised that if individual learning goals and targets are to be included in students' reports then adequate time should be made available for students to set their goals, reflect on and revise their goals, and set targets for future learning within the timeline set by the school for reporting to parents.

Stages of process

All stages are important and in practice they overlap. As the diagram demonstrates, the process is ongoing and cyclical.

The teacher's role is pivotal throughout the process, not just at the development and reporting stages.

Conversations about learning

The process of developing, monitoring and reporting on individual learning goals and targets involves conversations about learning between the student and the teacher. Planning for such conversations to occur in a productive and purposeful manner is at the core of this process. Conversations should be carried out in a spirit of openness and cooperation and should allow for student diversity.

Conversations about learning encourage students to think about:

- their own learning and thinking processes and challenge them to articulate the way they have gone about learning
- what their next steps might be and how they are going to proceed with those next steps
- how they are going to know they have achieved success
- whether or not the method of learning was effective
- what they need more help to understand and how they might achieve better understanding.

Developing a common understanding of setting goals and targets, taking personal responsibility for learning, and self-evaluation gives staff a common language to use which can then become part of normal classroom discussion. Before working with students to develop their individual learning goals and targets, it is important teachers work together to discuss and define what learning goals are, and consider examples of appropriate learning goals and targets.

Storing, retrieving and editing individual learning goals and targets

Students should be able to record their learning goals in various formats depending on what processes are practical at their school. These processes should be secure and ensure the privacy of the individual student in communicating their individual learning goals and targets to the teacher/s.

Some schools offer a secure online file storage and sharing where students can store a copy of their individual learning goals that they have created. Teachers and parents can access these documents and provide timely feedback to the student as required.

The teacher can then input the student's individual learning goals and comments into the student's report if the school chooses to report on this.