

## **Progress File – Goal and Target Setting**

Progress File helps to give pupils a sense of purpose – a prompt for thinking about their goals - what they want to achieve from their learning and other activities.

It also helps pupils take some responsibility for their own development by involving them in setting targets towards their goals.

Personal statements, records and evidence of achievements kept in Progress File are a useful starting point in setting realistic goals and targets - to help build on past successes and focus on aspects for improvement.

# Progress File – Goal and Target Setting

## TN5 Teacher Notes

It is essential that pupils are taught the difference between goals and targets.

A goal is something to be achieved in the future – an ambition – and can relate to a pupil’s learning, personal or career aims. Some goals may be short-term – to be achieved in a year or less – whilst others may be looking ahead a few years. Targets are steps towards goals and should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound).

For example:

**Short-term goal:** to achieve full attendance at school this year

**Target:** to attend school every day this week

**Longer term goal:** to get good GCSE grades when I’m older

**Target:** to get good marks for my English homework this term

Care needs to be taken to ensure that pupils know what they have to achieve and are not overwhelmed by having too many, or unrealistic, targets.

Use the following questions to help pupils learn how to set SMART targets:

- Does your target say exactly what you need to do?
- Will you be able to tell you’ve achieved your target?
- Is your target simple enough to achieve in the next few weeks?
- Is your target a thing you can really do something about?
- Have you decided a date for achieving your target?

See the hand-out in the **Pupil Activities** section (**P5.5**). This can be kept in Progress File as a reminder or made into a poster for classroom display.

Examples

**E5.1** Goal Spider Web

To encourage pupils to identify their own goals.  
See blank example **P5.1** in **Pupil Activities**

**E5.2** Progress Check!

To prompt pupils to comment on their progress.  
See blank example **P5.2** in **Pupil Activities**

**E5.3** Elephant Target

A graphic to prompt pupils to record and remember their targets. See blank example **P5.3** **Pupil Activities**

**E5.4** Goal and Target sheet

A sheet for pupils to record their targets for achieving a chosen goal

## E5.1

**Teacher Note:** A spider web can be used to prompt pupils to think about and record their goals. Two webs could be used: one for short-term goals and one for longer term goals. In this example, the spider web encouraged a pupil to identify different types of goals - learning, personal and career (2 of each). A blank spider web (P5.1) is provided in the **Pupil Activities** section of this CD. The spider web can be enlarged on to A3 paper to enable drawings or pictures to be used instead of writing.

**PROGRESS FILE**  
PERSONAL PLAN

### My Goals

A goal is something you want to do in the future – something to aim for. Choose some personal, learning and career goals (2 of each). Include goals you want to achieve in the short-term (in the next year or so) and some for the longer-term. You may change your mind later.

**Name:** xxxxxxxx **Date:** xxxxxxxx

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graph TD; A((My Goals)) --- B((To get good SAT results this year)); A --- C((To learn to drive as soon as I'm 17)); A --- D((To go to Disneyland this summer)); A --- E((To go to university when I'm 18)); A --- F((To get a paper round next year)); A --- G((To get a computer qualification before I'm 16));
```

The diagram is a spider web with a central green circle containing the text "My Goals". Six lines radiate from this central circle to six surrounding colored circles, each containing a goal. The goals are: "To get good SAT results this year" (yellow circle), "To learn to drive as soon as I'm 17" (light blue circle), "To go to Disneyland this summer" (orange circle), "To go to university when I'm 18" (light green circle), "To get a paper round next year" (orange circle), and "To get a computer qualification before I'm 16" (pink circle).

## E5.2

**Teacher Note:** This sheet can be used to prompt pupils to think about their progress, so they can set themselves targets that build on their strengths and improve on their weaknesses. Through discussion, pupils should be encouraged to be specific about a strength or weakness. 'I'm good at Art' or 'I must work harder at Art' is too vague. The examples given below are more helpful. A blank example of this sheet (**P5.2**) is provided in the **Pupil Activities** section of this CD.



**PROGRESS FILE**  
RECORDING PUPILS

### Progress Check!

**Name:** xxxxxxxx                      **Date:** xxxxxxxx

**What am I good at?**                      **What do I need to improve?**

I am good at....  
drawing animals  
especially cats

I need to work much  
harder at...  
painting skills especially  
control of my brush when  
doing small things



### E5.3

**Teacher Note:** A variety of graphics can be used to motivate pupils to record and remember their targets. The example below of the elephant has proved popular. A blank elephant target sheet (P5.3) is provided in the **Pupil Activities** section of this CD

**PROGRESS**  
**FILE**  
QUALITY TARGETS

## My Target

**Name:** xxxxxxx                      **Date:** xxxxxxx

*to learn how to write  
better notes in geography  
to explain things*

**By when:**  
*Half-term*

**Is it smart? Look for the elephant!**

### E5.4

**Teacher Note:** This example records targets set for the achievement of a short-term learning goal to improve punctuation. It was supported by discussions about how the targets would be met. To make targets SMART, dates for their achievement need to be added. The example of this graphic (P5.4) in Pupil Activities can be enlarged by photocopying to allow more writing space.

