Appendix 1

Area Development	Action	By Who	When
Access to work experience	To encourage individuals to source work experience for themselves	ELS Division	1.9.12
Setting SMART employability goals	To revise the Individual Learning Plan document to include employability targets	ELS Division	1.4.12
Database development to capture employment outcome	To implement a new database and module to track individuals' process	ELS Division	1.6.12