**Annual Learning Agreement**

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| **Trainee:** |  | | |
| **GMC Number:** |  | **Year of Training:** |  |
| **Educational Supervisor:** |  | | |
| **Date:** |  | | |

At the first meeting in each year of training the Trainee and Educational Supervisor should read and agree the following Annual Learning Agreement and complete a Personal Development Plan. The Educational Supervisor should send both these documents to the Trainee by email with a copy sent to the current Clinical Supervisor.

**The Trainee will**:

* Take an active part in the appraisal process including setting educational objectives and developing a Personal Development Plan
* Endeavour to achieve the learning objectives by:  
  + Regularly reviewing their PDP
  + Utilising the opportunities for learning provided in everyday practice
  + Taking responsibility for arranging appropriate WPBAs with appropriate raters
  + Attending formal teaching sessions
  + Undertaking personal study
  + Using study leave appropriately
* Develop as a lifelong learner through  
  + Reflecting and building upon their learning experiences
  + Identifying their learning needs
  + Being involved in planning their education and training
  + Evaluating their learning experiences

**The Educational Supervisor will:**

* Be available for, and take an active part in the ongoing supervision and subsequent appraisal process including setting educational objectives
* Ensure that the objectives are realistic, achievable and within the scope of available learning opportunities
* Promote a supportive climate for learning
* Ensure that an individual doctor’s timetable allows attendance at formal teaching sessions, is appropriate for their learning needs and that there is an appropriate balance of education and service in their placements