



## CARERS TRUST SCOTLAND CARERS WORKING GROUP ACTION PLAN

### **Purpose:**

A proposed template and guidance that a Further and Higher Education institution's Carers Working Group could use to devise a set of key actions and milestones that it would like to set, ensuring that its institution has the policies, processes, resources and services in place to identify, support and report on student carers.

### **Guidance:**

The Going Further and Going Higher for Student Carers Recognition Awards consist of three separate principles. To gain the award your institution will need to demonstrate that its fulfilling and championing the following principles: (i) Identify; (ii) Support and; (iii) Report. One way to do this is to set up a Carers Working Group with a full institution approach that has the competencies to review student carer support, and make recommendations to improve support, monitoring and reporting of student carers. To achieve this your carers working group could create a plan of action that should highlight the key actions your institution will be committed to taking forward to improve student carer identification; as well identifying and monitoring the required resources and delegation of tasks needed to support student carers. Your action plan should consist of a list of actions you will take forward that are broke down into several tasks that can be delegated and completed within a set timeframe; and in turn will enable effective monitoring of developments, challenges and progression of the key actions agreed. Remember to make your action plan Specific, Measurable, Achievable, Realistic and Timely (SMART). To assist in the completion of this action plan key actions are suggested within the award criteria of the Going Higher for Student Carers Recognition Award toolkit (pages 9 to 17). It may be worthwhile ensuring that this action plan is aligned with your widening access/participation strategy/plan.

# Carers Trust

Principle	Key Action(s)	Tasks	Responsibility Assigned to:	Deadline or Key Milestone	Status/Progress
<b>Identify: Carers are being proactively identified and awareness is being raised throughout the university</b>					

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Principle	Key Action(s)	Tasks	Responsibility Assigned to:	Deadline or Key Milestone	Status/Progress	
<b>Support: Carers are being supported to give them a fair chance to be successful in their studies</b>						

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Principle	Key Action(s)	Tasks	Responsibility Assigned to:	Deadline or Key Milestone	Status/Progress
<b>Report: Student Carers progressions are showcased, and evaluation tools are used to celebrate achievements and make improvements</b>					

## Carers Trust

Carers Working Group Plan of Action Signed Off:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Chairperson of Carers Working Group:

Signature: \_\_\_\_\_

Review Date:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_