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| **DIVISION:** |
| **SCHOOL:** |
| **SCHOOL HEAD:** |
| **ELLN DIGITAL MODULE NUMBER:**  **PREPARED BY:** |

**AIM:** 100% completion of ELLN Digital in the Division

**PRIMARY DRIVER**

(*Highlight the applicable driver/s*.)

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| Resourcing  Learner Attitudes and Practice | Administrative Support  Learner Support |
| Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**SMART OBJECTIVES/S:**

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**CHANGE IDEA/S (Proposed Solution/s):**

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**PLAN:** Specify all the steps required to execute your proposed solution/s, who is tasked to perform the steps, and the timeframe.

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| **ACTION STEPS PER CHANGE IDEA** | **WHO** | **WHEN** |
|  |  |  |

**DO:** Execute the PLAN.

**STUDY:** Gather data and analyze the results of your actions.

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| **LAC SESSION NUMBER:** | **DATE OF LAC SESSION:** |
| **RESULTS OF ACTIONS** | **CONTINUING AND/OR NEW PROBLEMS** |
|  |  |

**ACT:** Formulate SMART objective/s in relation to continuing and/or new problems you identified from your analysis of data, and propose solution/s (your next CHANGE IDEA/S) to achieve your SMART objective/s.

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| **SMART OBJECTIVE/S** | **CHANGE IDEA/S** |
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