Individual Learning Plan

The contents of this document are strictly confidential and should only be accessed by the learner and staff.

The personal data on this form will be used to record your learning journey and monitor the quality of provision. This data will be used only by the organisations stated above and will not be made available to any third party.

Due to statutory regulations this information will be retained for a minimum of 7 years

|  |  |
| --- | --- |
| Name |  |
| Unique Learner Number |  | Tutor Name |  |
| Course title | Level | Start date | Expected end date | Actual end date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Days & times of attendance |  |
| I am involving myself in this training of my own free will and declare that to the best of my knowledge the information given is correct and I know of no reason as to why I should not participate in the training on offer to me. |  |
| I consent to the personal details supplied on this form being used for the purposes outlined above. |  |
| **Signature of Learner** | **Date** |

# Initial Assessment

1 = Limited knowledge 4 = lots of knowledge

*Please add goals as required*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Personal Development Targets** | Start of Course | Mid-Course | End of Course |
|  |  | Date: | Date: | Date: |
|  |  | **1 2 3 4** | **1 2 3 4** | **1 2 3 4** |
|  |  | **1 2 3 4** | **1 2 3 4** | **1 2 3 4** |
|  |  | **1 2 3 4** | **1 2 3 4** | **1 2 3 4** |
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Please explain below if any scores go down

## Learner progression record

To be completed for each unit

|  |  |  |
| --- | --- | --- |
| **Unit:** | **Start of unit** | **End of unit** |
| **Academic targets** |   |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **Tutor record of learning outcomes** | **Scores 1-4**4 = Excellent: 3 = Good:2 = Average: 1 = Support needed |
| 1. | **1** | **2** | **3** | **4** |
| 2. | **1** | **2** | **3** | **4** |
| 3. | **1** | **2** | **3** | **4** |
| 4. | **1** | **2** | **3** | **4** |
| **Assessor unit feedback:** |
|  |
| **Learner comments:** |
| Was there an area of the learning you did not enjoy doing? Was there an area of learning that you did enjoy? |

## Learner progression record

To be completed for each unit

|  |  |  |
| --- | --- | --- |
| **Unit:** | **Start of unit** | **End of unit** |
| **Academic targets** |   |
| 1. | Shape  Description automatically generated with medium confidence | Shape  Description automatically generated with medium confidence |
| 2. | Shape  Description automatically generated with medium confidence | Shape  Description automatically generated with medium confidence |
| 3. | Shape  Description automatically generated with medium confidence | Shape  Description automatically generated with medium confidence |
| **Tutor record of learning outcomes** | **Scores 1-4**4 = Excellent: 3 = Good:2 = Average: 1 = Support needed |
| 1. | **1** | **2** | **3** | **4** |
| 2. | **1** | **2** | **3** | **4** |
| 3. | **1** | **2** | **3** | **4** |
| 4. | **1** | **2** | **3** | **4** |
| **Assessor unit feedback:** |
|  |
| **Learner comments:** |
| Was there an area of the learning you did not enjoy doing? Was there an area of learning that you did enjoy? |

## Learner progression record

To be completed for each unit

|  |  |  |
| --- | --- | --- |
| **Unit:** | **Start of unit** | **End of unit** |
| **Academic targets** |   |
| 1. | Shape  Description automatically generated with medium confidence | Shape  Description automatically generated with medium confidence |
| 2. | Shape  Description automatically generated with medium confidence | Shape  Description automatically generated with medium confidence |
| 3. | Shape  Description automatically generated with medium confidence | Shape  Description automatically generated with medium confidence |
| **Tutor record of learning outcomes** | **Scores 1-4**4 = Excellent: 3 = Good:2 = Average: 1 = Support needed |
| 1. | **1** | **2** | **3** | **4** |
| 2. | **1** | **2** | **3** | **4** |
| 3. | **1** | **2** | **3** | **4** |
| 4. | **1** | **2** | **3** | **4** |
| **Assessor unit feedback:** |
|  |
| **Learner comments:** |
| Was there an area of the learning you did not enjoy doing? Was there an area of learning that you did enjoy? |

# Mid-course review

1 = disagree 4= agree

|  |  |  |
| --- | --- | --- |
| The course is what I expected. |  | If not, please tell us why |
| I have developed new skills. | Image result for black and white sad face | What new skills have you developed? |
| What skills would you still like to develop? |
| I have been supported in my studies by my tutor, learning support and the organisation |  | If no, please explain |
| My social or emotional skills have improved?(e.g. feel more confident, feel better about myself) |  | What has improved? |
| My awareness of equality, diversity and Fundamental Values has increased. |  | What have you learnt? |
| My knowledge about all aspects of keeping safe especially Internet Safety has increased |  | What have you learnt? |
| Do you feel safe in your current learning environment? |  | If no, please explain |
| Have you taken any other courses or done any voluntary work? |  |
| Have you thought about what you would like to do next? If so, what? |  |
| **Tutor comment** |  |
| **Signature of Learner** | **Date** |
| **Signature of Tutor** | **Date** |

# End of course review

**Tutor Name:** 1 = disagree 4= agree

|  |  |  |
| --- | --- | --- |
| I received good advice and guidance before the course started? |  | How did it help you? |
| Staff supported me to achieve my targets |  |  |
| My tutor was organised and explained things clearly |  |  |
| The feedback the tutor gave me helped me improve. |  |  |
| The classes were interesting |  | What was interesting? |
| I have developed new skills. |  | What new skills have you developed? |
| My awareness of equality, diversity and Fundamental Values has increased. |  | What have you learnt? |
| My knowledge about all aspects of keeping safe especially Internet Safety has increased |  | What have you learnt? |
| I knew who to contact if I had a problem? |  |  |
| How did you find the facilities? |  | What could be improved? |
| Please tell us what you liked most about the course |  |
| Please tell us what you like least about the course |  |
| Would you recommend the course to others? |  |
| **Tutor comment** |  |

Is there anything else you would like to tell us about your programme of learning**?**

# Next Steps

### How has this course helped you?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I am ready for learning |  | I have met new people |  | I am applying for work I have got work |
| I am starting another course |  | I am more confident |
| I am doing work experience |  | I can help my family |  | I have improved my work situation |

|  |
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|  |

### Tell us what you are going to do next

Please give us more information about the box you ticked

|  |  |
| --- | --- |
| What course are you doing next? |  |
| Where are you doing the course? |  |
| Where are you doing work experience? |  |
| What jobs are you applying for? |  |
| What job have you got? |  |
| How have you improved your work situation? |  |
| Other |

Name of Learner:

I am happy for staff to contact me 6 months after my course finishes to monitor my progress.

Contact phone number or email:

Thank you for undertaking your training if we can be of assistance following your course please contact us We wish you all the very best in your future career and training