Session:	Learner comments:
Date:	
	Tutor comments/progress review:
	Tutor's initials:
Session:	Learner comments:
Date:	
	Tutor comments/progress review:
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	Tutor's initials:
Session:	Learner comments:
Date:	
	Tutor comments/progress review:
	Tutor's initials:

6. What have I learned?

At the end of the course you and your tutor will review your learning.

		I have achieved none of them	I have achieved some of them	I have achieved most of them	I have achieved all of them
Have you achieve listed in Section 2	d the learning outcomes ?				
What else have you	u achieved?				
How has this cours	se helped you?				
End of course rev	riew (tutor's comments):				
Progression - Wh	at am I going to do next?				
Learner Signature				Date	
Tutor Signature				Date	

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Individual Learning Plan CLaSS 12

Community Learning and Skills Service

	g your course and to keep upon complete or or complete or or course and what you have achieve	•
Learner Name:		
Course Title:		
Tutor Name:	Provider:	
Day/Date:	Time:	
1. What do I already kno	ow?	
a) Please tick the statement that	t reflects your present knowledge and u	nderstanding of the subject
I am new to this subject.		
I know a little about this s	subject.	
I know about this subject	but want to know more.	
I know a lot about this sul	bject.	
b) Why did you choose to do thi	s course?	
c) Have you completed an initia Yes Date	I assessment for this course? (Ask your tu No	tor if you are not sure)
d) How do you like to learn? (Pl	ease tick all that apply to you)	
Listening	Watching	
Doing	Reading	
e) Please give details of any spe	ecial help or support you will need to tak	ke part in this course:
Learner Signature		Date
Tutor Signature		Date

2. What can I learn on the course?

Your tutor will provide you with details of the main learning outcomes for the course.

After discussing these with your tutor, tick and date where you're starting from for each one.

Learning outcomes	I have not achieved this yet	I have partially achieved this	I have fully achieved this
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

3. What else do I want to achieve on the course?

List here anything else you hope to achieve from the course (for example, speak in front of others, work towards a qualification, reduce stress).

Personal goals	I have not achieved this yet	I have partially achieved this	I have fully achieved this

4. How much have I learned so far?

At regular intervals during your course, using information from your learner progress record, you and your tutor will discuss how well you are doing. Mark your success by ticking and dating your progress towards each of the learning outcomes in Section 2.

5. Learner progress record

At the end of each session take a few minutes to reflect on what you think you have learned that will help you to achieve one or more of your learning outcomes or personal goals. Check with your tutor if you are not sure.

For each session please think about the following and complete the learner comments section below:

- What did I learn during this session?
- Which of my learning outcomes have I progressed with?
- What do I still need to improve?

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	Tutor comments/progress review:
	Tutor's initials:
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