**Learner Plan**

If completed electronically the table can be expanded to accommodate additional learning objectives/goals.

This plan enables learners to initially self-assess against course objectives and to set individual learning goals and to measure progress.

The tutor is required to insert course aim; course learning objectives; comments on learners’ progress and achievement.

The learner and/or tutor can insert learner names; one or more individual learning goal.

**At the start of the course**

The learner must then score themselves at the beginning of the course based upon

1 = I am very unsure and need a lot of help with this

2 = I have limited knowledge/experience of this

3 = I feel happy I could do this, with a little support

4 = I feel confident that I can do this with no help or support

5 = I feel confident and ready for progression

**At the end of the course**

The learner will need to re-visit to re-score themselves and add in any comments on their progress and achievement.

At the end of the course the learner **must** identify **one** outcome code from the list below

1 Increased confidence

2 Improved skills for progressing to further learning

3 Improved skills for work

4 Improved essential skills (Courses that help you get English, numeracy or digital skills that are needed for work and everyday life)

5 Improved ability to support a child’s learning

6 Improved physical health

7 Improved mental health and well-being

8 Improved skills to participate in community life

9 Increased understanding of democratic values

10 Improved skills for independent living

11 No outcome area 1-10 achieved

The tutor can then use this information to update the Tutor Record of Progress and Achievement (HA16b).

Learner Name:

#### Tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_ Course Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Aim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Objectives** | How I feel at the **START** of the course (Please circle one) | How I feel at the **END** of the course (Please circle one) | **Learner Comments**Comment on your progress and achievement  | **Tutor Comments**Add comments on the progress you have seen |
| 1. |  **1 2 3 4 5** |  **1 2 3 4 5** |  |  |
| 2. |  **1 2 3 4 5** |  **1 2 3 4 5** |  |  |
| 3. |  **1 2 3 4 5** |  **1 2 3 4 5** |  |  |
| 4. |  **1 2 3 4 5** |  **1 2 3 4 5** |  |  |
| My individual learning goals that I would like to achieve by the end of the course are:  | **Achieved?****Yes/No** | **Learner Comments** | **Tutor Comments** |
| 1. |  |  |  |
| 2. |  |  |  |
| Use this space if you have anything else that the tutor should know to support you or any other comment you would like to make about the course |  |
| **My personal outcome from this course is (enter one code from the given list above)** |  | Comment on this outcome (optional) |