**Learner Plan (guidance for tutor)**

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 (circle, tick or colour) based upon

|  |  |
| --- | --- |
| Shape, circle  Description automatically generated | I am not very good at this / need support |
| I am ok at this / need support |
| I am good at this / may need some support |
| I am very good at this and can do this by myself |

**At the end of the course**

The learner will need to re-visit at end-point of the course 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’s Record of Progress and Achievement (HA16b)

**Learner Plan Learner Name:**

Tutor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_ Course Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Aim:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Objectives** | **How I feel at the START of the course** | **How I feel at the END of the course** | **Learner:** Please comment on your progress and achievement | **Tutor:** Add comment on the progress you have seen |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| **The following are my agreed Individual Learning Goals for the course:** | | **Achieved?**  **No/Yes** | **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) |