Individual Learning Plan and Record of Progress

|  |  |
| --- | --- |
| Course: | |
| Course Start Date: | Course End Date: |
| Learner Name: | Tutor Name: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Learning Objectives(as stated on Course Information Sheet) | | | Record of Progress | | |
|  | | | Initial and Insert Date | | |
|  |  | Most Important to me | Made a little progress | Made  good progress | Achieved |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

**Initial Assessment**

Please complete the following questions. This section will support the initial assessment activities carried out as well as your discussions with your tutor.

|  |
| --- |
| My reasons for joining the programme: |
|  |
| I have already gained the following skills or knowledge: |
|  |
| I may need help or support with: |
|  |

The following are my agreed Individual Learning Goals for the course:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Most Important to me | Made a little progress | Made  good progress | Achieved |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

(Now complete learner and tutor comments overleaf to complete initial assessment)

|  |
| --- |
| Learner’s Comments |
| Tutor’s comments |

## Date ………………………………

## Learner / Tutor Reviews

Mid Course Review Date:

|  |
| --- |
| Learner’s comments on progress against learning goals and any additional gains: |
| Tutor’s comments |

Final Review Date:

|  |
| --- |
| Learner’s comments on achievement of learning goals and any additional gains: |
| Tutor’s comments |
| Progression / Next Steps  (please mention any further learning you are planning or other action you intend to take as a result of your achievements on this programme) |

|  |  |
| --- | --- |
| Learner signature: | Date: |
| Tutor signature: | Date: |

Learner Achievement (details to be transferred to course register)

|  |  |
| --- | --- |
| The learner has achieved their learning goals | The learner has not achieved their learning goals |
|  |  |