**INDIVIDUAL LEARNING PLAN (ILP)**

**Non accredited Courses**

**6 Sessions and above**

|  |  |
| --- | --- |
| **Name:**  **Learner No:**  **Tutor:** | **Centre:**  **Course Title**  **Course Code:**  **Start Date:**  **End Date:** |
| **Sometimes your tutor might decide to capture your progress and achievement.**  Please tick the boxes below to show consent:  1. I am happy for you to record my voice  2. I am happy for you to take photographs  3. I am happy for you to use a video  4. None of these  In accordance with the Data Protection Act 1988, you have a greed we may use these images in printed publications and on our website , produced by Medway adult learning, for promotional purposes | |

Learners Signature………………………… Date……………………………

Tutor’s Signature…………………………… Date……………………………

**INITIAL ASSESSMENT SUMMARY for Functional Skills**

**(DP’s to signpost to PISCs below level 2 or not known)**

|  |  |  |
| --- | --- | --- |
| Assessment | | Actions/ Updates  (Signpost Learner to PAL) |
| English  Do you hold a GCSE Grade C/Equivalent or above in this subject? | | Would you like a funded assessment and further training Y/N |
| Maths  Do you hold a GCSE Grade C/Equivalent or above in this subject? | | Would you like a funded assessment and further training Y/N |
| IT Skills    IT user experience |  | Would you like further training on IT Skills Y/N |
| Do you have use of a computer Y/N |  |  |

|  |  |
| --- | --- |
| Employability Skills | Are you in employment Y or N  Do you have a current CV Y or N  Would you like further support in the following:   * Confidence building Y or N * CV writing Y or N * Interview techniques Y or N * Carrying out job search Y or N   Any yes circled signpost to PAL |

**My goals for the course taken from Initial Assessment and during the course:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Individual Learning Goals** | **Updates** | **Achieved – date and**  **Tutor signed** |
| Aim 1 |  |  |  |
| Aim 2 |  |  |  |
| Aim 3 |  |  |  |

|  |
| --- |
| PAM/PAL Quality review of ILP’s (for Office): |

|  |
| --- |
| **Date:**  **Initial:** |

**Course Objectives**

(taken from Course information sheet) **Initial Assessment, Progression and Achievement**

Please rate each area from 1 to 5: the lowest being 1 or where you are least confident and 5 being the highest.

Number of course weeks:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Objectives** | **Initial Assessment**  **Date of Course**  **Week No:** | **Self-Assessment**  **Date of Course**  **Week No:** | **Self-Assessment**  **Date of Course**  **Week No:** | **Self-Assessment**  **Date of Course**  **Week No:** | **Self-Assessment**  **End of Course Date**  **Week No:** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Learning Needs Identified on Induction:**  (within and outside subject areas including English, Maths and Employer) |
| **Curriculum Development Action Plan:**  (within subject area |
| **Curriculum Development Action Plan:**  (outside subject area and sign post to relevant department) |

Learner Signature……………………………… Date………………… Tutors Signature………………………….. Date………………

**Learner Review and Tutor Feedback**

Remember to state learning rather than activities completed

|  |
| --- |
| **1 Review date:…………………** |
| **2 Goals set at this review**  (From initial assessment and self-assessment) |
| **3 Review**  (Subject Area, English, Maths, Employability) |
| **4 Discussion on Equality and Diversity, Health & Safety and Safeguarding:** (Equality & Diversity = Age, Disability, Gender Reassignment, Race, Religion or belief, Sex, Sexual Orientation, Marriage & Civil Partnerships, Pregnancy & Maternity**,** Every person matters = Being healthy; Staying safe; Enjoying and Achieving; Make a positive contribution; Achieve Economic Well Being. Health & Safety) |
| **Learners Feedback**  (On areas 1,2,3,4) |
| **Tutors Feedback**  (On areas 1,2,3,4) |

Learners Signature……………………….. Date…………………………… Tutors Signature……………………….. Date…………………..

**Learner Review and Tutor Feedback**

Remember to state learning rather than activities completed

|  |
| --- |
| **1 Review date:…………………** |
| **2 Goals set at this review**  (From initial assessment and self-assessment) |
| **3 Review**  (Subject Area, English, Maths, Employability) |
| **4 Discussion on Equality and Diversity, Health & Safety and Safeguarding:** (Equality & Diversity = Age, Disability, Gender Reassignment, Race, Religion or belief, Sex, Sexual Orientation, Marriage & Civil Partnerships, Pregnancy & Maternity**,** Every person matters = Being healthy; Staying safe; Enjoying and Achieving; Make a positive contribution; Achieve Economic Well Being. Health & Safety) |
| **Learners Feedback**  (On areas 1,2,3,4) |
| **Tutors Feedback**  (On areas 1,2,3,4) |

Learners Signature……………………….. Date…………………………… Tutors Signature……………………….. Date…………………..

**Learner Review and Tutor Feedback**

Remember to state learning rather than activities completed

|  |
| --- |
| **1 Review date:…………………** |
| **2 Goals set at this review**  (From initial assessment and self-assessment) |
| **3 Review**  (Subject Area, English, Maths, Employability) |
| **4 Discussion on Equality and Diversity, Health & Safety and Safeguarding:** (Equality & Diversity = Age, Disability, Gender Reassignment, Race, Religion or belief, Sex, Sexual Orientation, Marriage & Civil Partnerships, Pregnancy & Maternity**,** Every person matters = Being healthy; Staying safe; Enjoying and Achieving; Make a positive contribution; Achieve Economic Well Being. Health & Safety) |
| **Learners Feedback**  (On areas 1,2,3,4) |
| **Tutors Feedback**  (On areas 1,2,3,4) |

Learners Signature……………………….. Date…………………………… Tutors Signature……………………….. Date…………………..

**Learner Review and Tutor Feedback**

Remember to state learning rather than activities completed

|  |
| --- |
| **1 Review date:…………………** |
| **2 Goals set at this review**  (From initial assessment and self-assessment) |
| **3 Review**  (Subject Area, English, Maths, Employability) |
| **4 Discussion on Equality and Diversity, Health & Safety and Safeguarding:** (Equality & Diversity = Age, Disability, Gender Reassignment, Race, Religion or belief, Sex, Sexual Orientation, Marriage & Civil Partnerships, Pregnancy & Maternity**,** Every person matters = Being healthy; Staying safe; Enjoying and Achieving; Make a positive contribution; Achieve Economic Well Being. Health & Safety) |
| **Learners Feedback**  (On areas 1,2,3,4) |
| **Tutors Feedback**  (On areas 1,2,3,4) |

Achievement Y/N Destination

Learners Signature……………………….. Date…………………………… Tutors Signature……………………….. Date…………………..

**Possible Learner Destination**

**Learners Name Education Destination Employment Destination**

|  |
| --- |
| **Information, Advice and & Guidance**  **(Discuss with learner destination and progression routes)**  **Explain what options the tutor has given you for your progression from the course?** |

Achievement Y/N

Destination

Tutor Signature:……………. Date:………… Learners Signature:…………… Date:………..

PAM/ IQA Signature:……………… Date:…………………

**Destination – education**

**01 Another course in the same subject**

**02 Another course in a different subject**

**03 Higher level course with Adult Education**

**04 Higher level course with Further Education**

**05 Higher level course with Higher Education**

**06 Full time education or training**

**07 Other**

**Destination – employment**

**A1 Full time employment**

**A2 Part time employment**

**A3 Self employed**

**A4 Economically inactive (of working age, not employed, not actively seeking work and not in full time education).**

**A5 Unemployed**

**A6 Volunteering or community work.**

**A7 Other (including retired)**