|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Learner Details** (to be completed by the tutor, one form per learner) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Forename:** |  | | | | | |  | | | **Surname:** | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Title:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Provider:** |  | | | | | | **Course Start Date:** | | | | | | | d | | | d | | m | m | | y | | y | y | | y |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Achievement Status** (complete this section for **completed** learners) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **The learner:** | | | **🗸** | | **Please specify outcome date for selected option:** | | | | | | | | | | | | | | | | | | | | | | |
| **Achieved** | | |  | |  | | | d | d | | m | | m | | | y | | | y | | y | | y | |  | | |
| **Did not Achieve** | | |  | | If the learner has achieved a regulated aim, please submit a copy of the certificate as evidence along with this form or as soon as is possible. | | | | | | | | | | | | | | | | | | | | | | |
| **Partially Achieved** | | |  | |
| **Is awaiting exam result** | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Outcome Achievement** (for **Non-regulated** and **Community Learning** Courses only) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of course goals set: | | | |  | | **[COURSE GOALS]** | | | | | | Number of course goals met: | | | | | | | | | | | | | |  | |
| Number of personal goals set: | | | |  | | **[PERSONAL GOALS]** | | | | | | Number of personal goals met: | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Learner Withdrawal Reason** (please tick all relevant sections for **withdrawn** learners) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transferred to a… *→* | | | new learning aim at same Provider: | | | | | | | | | | | |  | | | **or,** new Provider: | | | | | | | |  | |
| Financial reasons: | |  | Injury/illness: | | | | | | | | | | | |  | | | Other personal: | | | | | | | |  | |
| Other: | |  | Employment outcome\*: | | | | | | | | | | | |  | | | Not known: | | | | | | | |  | |
| Agreed break in learning: | |  | *→ Please state* ***reason*** *for break*: | | | | | | | | | | | |  | | | | | | | | | | | | |
| *Learner agrees to return and continue:* | | | *→* ***Learner Signature***: | | | | | | | | | | | |  | | | | | | | | | | | | |
| \*For Employment Outcomes please fill out an **Employment Outcome form** and submit it with this form to the data team. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Transferable Skills (tutor must complete this section from ILP/Feedback form)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Listening: |  | Presenting: |  | Problem-Solving: |  | Creativity: |  |
| Staying Positive: |  | Aiming High: |  | Leadership: |  | Teamwork: |  |
| **Aptitudes (tutor must complete this section from ILP/Feedback form)** | | | | | | | |
| Resilience: |  | Confidence: |  | Independence: |  | Tolerance: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | |
| **PLEASE SUBMIT A COMPETED COURSE REGISTER ALONG WITH COMPLETION FORMS, FOR ATTENDANCE MONITORING PURPOSES.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Tutor Signature:** |  |  | **Date:** | d | d | m | m | y | y | y | y | |