

**Group progress tracking sheet**

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| --- | --- | --- | --- | --- |
| **Course Title:** |  | **Start Date:** |  | **KEY – use the following key for assessment of learning outcomes:** |
| ✓ = achieved this course goal/tutor set targetX = needs more work on this course goal/tutor set target |  |
| **End Date:** |  |
| **Tutor:** |  | **Provider / Venue:** |  | O = missed this course goal/tutor set target |  |
| **Where an intended goal/target does not apply to a particular learner mark with N/A** |

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| **Group background:**  |

| Learner Name | Course goals (Accredited courses)Tutor Set Targets (Community Learning)(record progress against each course goal and data when achieved) | Personal targets | Course Skills Development(Tick and date when achieved) | Essential Transferable Skills and Attributes(circle the skills the learner has developed) |
| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | No set | Progress so far |  |

|  |  |
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| **1.Listening****2.Speaking/Presenting****3.Problem Solving****4.Creativity** | **5.Staying Positive****6. Aiming High****7.Leadership****8.Teamwork** |

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|  **Tutor signature:** |  | **Date:** |  |

