

**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 target  X = 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 |  | |  |  | | --- | --- | | **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:** |  |



