**For use on one day courses/taster sessions/workshops**



**Individual Learning Plan 2022/23**My Individual Learning Plan (ILP) identifies what I want to achieve on this workshop/one day course and how I will do this. I will discuss any individual requirements with my tutor who will try to ensure that my needs are met.

|  |
| --- |
| **CL/Reg/Non-Reg** |

|  |  |
| --- | --- |
| **Learner Name:** |  |
| **Tutor Name:** |  |
| **Course/Workshop Title:** |  | **Date:** |  |
| **Organisation:** |  | **Venue and Postcode:** |  |
| **Session Aim:** |  |

**Induction Checklist** As part of my learning programme, my tutor will let me know how to stay safe and who to contact if I have any concerns.

|  |  |  |
| --- | --- | --- |
| **I have received information about:** | **YES** | **NO** |
| * course/workshop outline so that I know what to expect from the session
 | 🞎 | 🞎 |
| * government guidelines related to COVID-19 and how they will apply in face to face sessions
 | 🞎 | 🞎 |
| * online learning (if applicable) and what it will entail
 | 🞎 | 🞎 |
| * ground rules, emergency evacuation procedures, fire exits, toilet and refreshment facilities, and the policy on smoking
 | 🞎 | 🞎 |
| * British Values and the Prevent agenda
 | 🞎 | 🞎 |
| * safeguarding and on-line safety procedures
 | 🞎 | 🞎 |
| * equality and diversity and the importance of being respectful towards each other
 | 🞎 | 🞎 |
| * how and when to inform my tutor of any additional needs, health conditions or illness which may affect my wellbeing or learning
 | 🞎 | 🞎 |
| * how to complete an enrolment form/ILP
 | 🞎 | 🞎 |
| * what to do if I have a problem or wish to compliment or make a complaint
 | 🞎 | 🞎 |
| * additional support available to improve maths /English/digital skills and essential transferable skills
 | 🞎 | 🞎 |
| * opportunities to comment on the workshop by writing on the ILP
 | 🞎 | 🞎 |
| * the importance of working safely
 | 🞎 | 🞎 |
| * where to go for any Information Advice and Guidance (IAG)/ Careers Education Guidance (CEG) relating to further learning/employment
 | 🞎 | 🞎 |
| * how to give feedback on the one day course/workshop
 | 🞎 | 🞎 |

**Learner Declaration:** I have received a full induction to my course, and I agree to the code of conduct outlined in the learner handbook. I further agree to fully interact through face to face participation in any online sessions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner Signature:** |  | **Date:** |  |

**Support Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| I have talked to my tutor about any learning needs and/or support that I might need during this session, and they have put steps in place to help me where required | **Yes** | **No** | **N/A** |
| **TUTOR TO COMPLETE IF APPROPRIATE** - summary of learning needs and support to be put in place as a result of discussion with learner |
|  |

**Self-Assessment Scale**

Indicate below your levels of confidence and understanding in this subject area, with 1 being low and 10 being high. Your tutor will then ask you to review this again at the end of the course.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **☹** |  |  |  **😐** |  |  |  | **☺** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 10 |
|  |  |  |  |  |  |  |  |  |

* **Course Targets for accredited courses should be taken from the Awarding Body**
* **Tutor Set targets for CL courses/workshops should be SMART – (S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely**) and set by the tutor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course/Tutor Set targets**(Tutor to insert targets linked to the SOW) | **Please rate your knowledge about this topic on a scale of 0-5,****0=low, 5=high** | **I have achieved my session targets** | **Tutor initial** |
| **Start of Session** | **End of Session** |
| **1.** |  |  | **Yes/No** |  |
| **2.** |  |  | **Yes/No** |  |
| **3.** |  |  | **Yes/No** |  |

**Personal Targets (SMART – S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely**)**

(Learner to set)

|  |  |
| --- | --- |
| **My Personal Targets**These are different from the **Course/Tutor Set targets** and are personal to me. I can have as many or as few as I want and they will be agreed with my tutor. | **Have I achieved my Personal Targets?** |
| **1.** | **Yes/No** |
| **2.** | **Yes/No** |

**Learner Feedback**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Number of Course/Tutor Set Targets and Personal Targets** | **Number Set** |  | Overall achievement means that you have achieved all of your Course/Tutor Set Targets and all of your Personal Targets.**Have you achieved overall? Yes/No** |
| **Number Met** |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I enjoyed my workshop/taster/course  |  |  |
| I developed new skills and aptitudes (please tick) |  |  |
| listening 🞏 speaking/presenting 🞏 problem solving 🞏 creativity 🞏 staying positive 🞏 aiming high 🞏leadership 🞏 teamwork 🞏 resilience 🞏 independence 🞏 confidence 🞏 tolerance 🞏 |
| I felt safe |  |  |
| I was treated respectfully and equally and experienced no bullying or discrimination |  |  |
| I made progress from my starting point |  |  |
| I had sufficient advice and guidance to help me take my next steps\* |  |  |
| I want to progress to further learning\* |  |  |
| I would like more advice about further courses and options for the future\* |  |  |
| I would like to brush up on my English skills\* |  |  |
| I would like to brush up on my maths skills\* |  |  |
| I would like to brush up on my IT skills\* |  |  |
|  |  |  |
| I feel more informed about British Values and the Prevent Agenda |  |  |
| **Overall,** I was satisfied with my workshop/taster/course |  |  |

|  |  |
| --- | --- |
| **What did you enjoy?** | **What could we do better?** |
|  |  |

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

**\*Further Information and Advice** If you would like further information and advice on taking your next step please speak to your tutor or contact National Careers Service on 0800 100 900 or at <https://nationalcareersservice.direct.gov.uk/>. Alternatively, please contact Cheshire West and Chester’s Skills and Employment Team by email at: skillsandemployment@cheshirewestandchester.gov.uk

**Feedback** You can also leave us feedback about your course online at our website at <https://cheshireadultlearning.org/learner_feedback/new> Our inspectorate, Ofsted, would also like to hear your views on your learning experience with us and have a survey always open to learners. Please go to <http://www.ofsted.gov.uk/> and follow the links.