**For use on all Community Learning and Non-regulated courses longer than one day**

**Individual Learning Plan 2023/2024  
My Individual Learning Plan (ILP) identifies what I want to achieve on this 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.**

|  |  |
| --- | --- |
| **Learner Name:** |  |
| **Tutor Name:** |  |
| **Organisation:** |  |
| **Venue and Postcode:** |  |

**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.

|  |  |  |
| --- | --- | --- |
| **Your learning entitlement** | **I have been given information about:**   * the key roles of the tutor and relevant policies * blended learning and what it will entail * Skills and Employment team contact information * Funding and the Department for Education * compliments/complaints procedures   the Code of Conduct and course ground rules | ✓ |
| **Your Individual Learning Plan** | **I know that to get the best out of my learning programme, I must use my ILP to:**   * summarise the result of my initial assessment * talk to my tutor about accessing additional learning support * monitor progress towards the course targets and course related/essential transferable skills from my starting point * act on tutor feedback about what I need to do to improve | ✓ |
| **Progress,**  **Careers, Learning and IAG/CEG** | **My tutor has told me:**   * how to get impartial information, advice and guidance about my next steps (IAG/CEG), including accessing the National Careers Service * about the options available to me to help with my career aim   Personal Development (PD), including maths, English, digital and other essential transferable skills | ✓ |
| **Health and Safety and Safeguarding** | **I am aware of the following:**   * emergency evacuation procedures, location of fire exits, toilets and refreshment facilities and the organisation’s policy on smoking and other Health and Safety considerations * how to look after my health and wellbeing * the safeguarding policies, and how to disclose any concerns to: Matthew Smith, Safeguarding Lead on 07990 532840, [matthew.smith@cheshirewestandchester.gov.uk](mailto:matthew.smith@cheshirewestandchester.gov.uk)   Ben Watts, Deputy Safeguarding Officer - 07881 500 226,  [benjamin.watts@cheshirewestandchester.gov.uk](mailto:benjamin.watts@cheshirewestandchester.gov.uk), or  Jodie Ronan, Deputy Safeguarding Officer – 07768558858, [jodie.ronan@cheshirewestandchester.gov.uk](mailto:jodie.ronan@cheshirewestandchester.gov.uk)   * the tutor will promote British Values and the PREVENT agenda   the importance of working safely online and not sharing personal information or posting inappropriate content while using the internet and/or Virtual Learning Environments (VLE) | ✓ |
| **Equality and Diversity** | **I know:**   * that equality and diversity themes, including the protected characteristics, will be included in the programme * to inform my tutor of any additional needs, health conditions or illness which may affect my wellbeing or attendance * what to do if I feel I am being treated unfairly in any way | ✓ |
| **Course Improvement and Feedback** | **I know that I can:**   * give feedback on my programme * contact Benjamin Watts [benjamin.watts@cheshirewestandchester.gov.uk](mailto:benjamin.watts@cheshirewestandchester.gov.uk) to speak to someone other than my tutor * leave feedback about my course online at: <https://cheshireadultlearning.org/learner_feedback/new> or via the Ofsted website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk) | ✓ |

**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:** |  |



**About My Course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title:** |  | | **Level:** |  | **CL/Non-Regulated** |
| **Start Date:** |  | **Planned End Date:** | |  | |
| **Course Aim:** |  | | | | |

**SMART Targets** (**S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely) \* = adjusted SMART targets after discussion with tutor

To achieve on this course, I will meet the following SMART Targets:

|  |  |  |
| --- | --- | --- |
| **SMART Target** | | **Course Related Skills**  *Skills that will be developed in order to achieve SMART Target* |
| **1.** |  |  |
| \* |  |  |
| **2.** |  |  |
| \* |  |  |
| **3.** |  |  |
| \* |  |  |

**Subject Area Confidence**

How confident do I feel about this subject area? 1 = low and 5 = high. I will review this again at the end of the course.

**Transferable Skills and Attributes**

**I will be developing the following on this course:**

**Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Listening** | Receiving, retaining and processing of information and ideas |  | **Staying Positive** | The ability to use tactics and strategies to overcome setbacks and achieve goals |
| **Speaking/Presenting** | Oral transmission of information or ideas |  | **Aiming High** | Setting clear, tangible goals and devising a robust route to achieving them |
| **Problem Solving** | Ability to find a solution to a situation or challenge |  | **Leadership** | Supporting, encouraging and developing other to achieve a shared goal |
| **Creativity** | Use of imagination and the generation of new ideas |  | **Teamwork** | Working cooperatively with others towards achieving a shared goal |

**Attributes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resilience** | The capacity to recover quickly from difficulties and toughness |  | **Independence** | Doing things for yourself and making own decisions without help of others |
| **Confidence** | Being certain about own abilities, trusting others, plans or the future |  | **Tolerance** | Accepting behaviour and beliefs different from own |

**Summary of Support Needs**

My initial assessment shows what I’m already good at and highlights the areas I need to work on during the course.

**My Strengths and Areas for Improvement related to this course are:** *(see Course Specific Initial Assessment)*

|  |  |
| --- | --- |
| **Strengths** | **Areas for Improvement** |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **I would like support with my:** | ✓ | **In these areas** |
| English skills |  |  |
| Maths skills |  |  |
| Digital Skills |  |  |
| Health and Wellbeing |  |  |
| Essential Transferable Skills and Aptitudes |  |  |
| Other educational needs (if any) |  |  |

|  |
| --- |
| **TUTOR TO COMPLETE AS APPROPRIATE** - summary of learning needs and support to be put in place as a result of discussion with learner |
|  |

|  |
| --- |
| **I plan to use this course to further my career in the following way:** |
|  |

**Course Progress Review**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SMART Tutor Set Targets**  Tutor to insert SMART course targets  *\* Updated individualised targets have been agreed with my tutor. They replace the original Tutor set target(s) and are specific to me.* | **Starting Point 1-5 with**  **1 = low, and 5 = high** | | | **Tutor Feedback Specific to Learner Work on this Target (dated)** | **Learner Comment Specific to Tutor Feedback on this Target**  **(dated)** | **Date**  **Achieved** |
| **Start Score**  **(dated)** | **Mid Score (dated - long courses only)** | **End Score**  **(dated)** |
| **1.** |  |  |  |  |  |  |
| \* |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| \* |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| \* |  |  |  |  |  |  |
| **SMART Personal Targets**  *Add your personal targets – what else do you want to gain from this programme? Ask your tutor if you need help with SMART target setting.* | **Starting Point 1-5 with**  **1 = low, and 5 = high** | | | **Tutor Feedback Specific to Learner Work on this Target (dated)** | **Learner Comment Specific to Tutor Feedback on this Target**  **(dated)** | **Date**  **Achieved** |
| **Start Score** | **Mid Score** | **End Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Skills and Aptitudes Progress**

**I have been given the opportunity to develop the following Skills and Attributes on this course:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | ✓ | **Skill** | ✓ | **Attribute** | ✓ |
| Listening |  | Staying Positive |  | Resilience |  |
| Speaking/Presenting |  | Aiming High |  | Confidence |  |
| Problem Solving |  | Leadership |  | Independence |  |
| Creativity |  | Teamwork |  | Tolerance |  |

|  |
| --- |
| **I have applied the skills/aptitudes I have developed in the following way(s):** |
|  |

|  |  |
| --- | --- |
| **When working towards my SMART Targets, I achieved the following Course Related Skills:** | **✓** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

How confident do I feel about this subject area now that I have completed my course? 1 = low and 5 = high.

|  |
| --- |
| **As a result of my discussion with my tutor, I received the following support whilst on my course:** |
|  |
| **This support has helped me to:** |
|  |

**Career Aim**

|  |  |
| --- | --- |
| **As a result of this course I feel I have made progress towards my career aim** | **Yes/No** |
| **I would like my tutor to help me to access further advice regarding my career aim and options for the future** | **Yes/No** |

|  |
| --- |
| **Tutor to complete if appropriate** – summary of advice given regarding career aim and options or the future |
|  |
| **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, email the Skills and Employment Team at [skillsandemployment@cheshirewestandchester.gov.uk](mailto:skillsandemployment@cheshirewestandchester.gov.uk) |

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

**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 [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and follow the links.

