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| **Learner Name** | **Initial Assessment** | | | **Unit 1 – [Unit Name]** | | | **Unit 2 – [Unit Name]** | | | **Unit 3 – [Unit Name]** | | | **Personal targets**  **(Link to IA)** | | | Course Skills Development  (Tick and date when achieved) | Wider transferable skills  (circle the skills the learner has developed) |
| **English** | **Maths** | **IT** | **Assessment Criteria** | | | **Assessment Criteria** | | | **Assessment Criteria** | | | Number set | Number met | |  | |  |  | | --- | --- | | **1.Listening**  **2.Speaking/Presenting**  **3.Problem Solving**  **4.Creativity** | **5.Staying Positive**  **6. Aiming High**  **7.Leadership**  **8.Teamwork** | |
| **1.1** | **1.2** | **1.3** | **2.1** | **2.2** | **2.3** | **3.1** | **3.2** | **3.3** |
| Example: Joe Bloggs | L 1 | E 3 | E 3 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | **1** | | **1** | ✓ 15/09/25 | **1 2 5 6 7 8** |
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| Group Progress Tracker (Accredited courses) | | |
| Course Title: | Tutor Name: | Provider: |