|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Surname** |  |

|  |  |
| --- | --- |
| **Course Title** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Provider** |  | **Course Start Date** |  |  |  |  |  |  |  |  |

**Achievement Status**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Learner has achieved** |  |  | **Please specify the outcome date for the selected option:** | | | | | | | |
| **Learner did not achieve** |  |  |  |  |  |  |  |  |  |  |
| **Learner has partially achieved** |  |  | If the learner has achieved a regulated aim, please submit a copy of the  certificate as evidence along with this form or as soon as is possible. | | | | | | | |
| **Learner is awaiting exam result** |  |

**Outcome Achievement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of course goals set** |  | **Number of course goals met** |  |
| **Number of personal goals set** |  | **Number of personal goals met** |  |

**Withdrawal Reason (tick all that apply, only for learners who have WITHDRAWN before completing)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Transfer to new course at same provider** |  | **Transfer to new provider** |  | **Financial reasons** |  |
| **Injury/Illness** |  | **Other personal reason** |  | **Reason not known** |  |
| **Job outcome\*** |  | **Other (please state)** |  | | |
| **Agreed break in learning:** |  | **Learner signature agreeing to break**  **in learning:** |  | | |
|  |  | **Reason for break in learning:** |  | | |

**\*** **For Employment Outcomes please fill out an Employment Outcome form and submit it with this form to the data team.**

**Transferrable Skills & Aptitudes**

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

**Learner Destination and Progression**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Further Education** |  | **Paid Employment** |  | **Gap Year** |  |
| **Not in paid employment** |  | **Social Destination** |  | **Voluntary Work** |  |
| **Other** |  | **If Other, please state:** |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tutor Signature** | **Date** | | | | | | | |
|  |  |  |  |  |  |  |  |  |

PLEASE SUBMIT A COMPETED COURSE REGISTER ALONG WITH COMPLETION FORMS, FOR ATTENDANCE MONITORING PURPOSES.