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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 |  |

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| **1.Listening****2.Speaking/Presenting****3.Problem Solving****4.Creativity** | **5.Staying Positive****6. Aiming High****7.Leadership****8.Teamwork** |

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| **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: |