**Use for Regulated courses longer than one day**

**Individual Learning Plan 2024/2025**

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 Name:** |  | **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.

|  |  |
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| **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
 |[ ]
| **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

Ben Watts, Deputy Safeguarding Officer - 07881 500 226Jodie Ronan, Deputy Safeguarding Officer – 07768558858 or email, SETSafeguarding@cheshirewestandchester.gov.uk* the tutor will promote British Values and the PREVENT agenda,

 the importance of working safely online, not sharing personal  information or posting inappropriate content while online |[ ]

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| --- | --- |
| **Equity, Diversity and Inclusion** | **I know:*** that equity, diversity and inclusion 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
 |[ ]
| **Use of Artificial Intelligence** | **I understand:*** that all use of Artificial Intelligence must be open and transparent, and that it must be referenced on my work in accordance with the Skills and Employment AI Policy
* AI tools must not be used on Council devices without the permission of my tutor
* that misuse of AI may result in me being asked to leave the course, and possible disqualification from any accredited provision
 |[ ]
| **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 |[ ]
| **Course Improvement and Feedback** | **I know that I can:*** give feedback on my programme
* contact Benjamin Watts benjamin.watts@cheshirewest.gov.uk to speak to someone other than my tutor
* leave feedback about my course by emailing skillsandemployment@cheshirewest.gov.uk, or online 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.

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

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

**About My Course**

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

My tutor will provide me with the official awarding body learning outcomes and assessment criteria associated with this course.

**Subject Area Confidence**

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

|[ ] [ ] [ ] [ ] [ ]
|  |

**Transferable Skills and Aptitudes**

**I will be developing the following skills and aptitudes 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 |

**Aptitudes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. According to my initial assessment results (including any course specific initial assessment), my strengths and areas for improvement are:

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| --- | --- |
| **Strengths** | **Areas for Improvement** |
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| --- | --- | --- | --- |
| **I would like my tutor to give me extra support with my:** | ✓ | **In these areas:**e.g. spelling, percentages, internet, healthy eating, timekeeping etc. | **I would like to attend a course in this subject** |
| 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 referrals made, learning needs and support to be put in place. |
|  |

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| **I plan to use this course to further my career in the following way:** |
|  |
| **I will speak to my tutor about setting a SMART personal target to help me achieve this/these aims.** |

**Course Progress Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SMART Personal Targets***\*Add your personal targets – what else do you want to gain from this course? 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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Awarding Body Assessment Criteria***Tutor to insert Awarding Body Assessment Criteria (reference accordingly and add further lines if required).* | **Starting Point 1-5 with****1 = low, and 5 = high** | **Tutor feedback specific to learner work on this assessment criteria (dated)** | **Learner comment specific to tutor feedback on this assessment criteria****(dated)** | **Date****achieved** |
| **Start Score****(dated)** | **Mid Score (dated - long courses only)** | **End Score (dated)** |
|  |  |  |  |  |  |  |
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Add additional rows if required

**Skills and Aptitudes Progress**

I have practiced the following skills and aptitudes on this course:

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

|  |
| --- |
| Some examples of how I have applied these skills/aptitudes are: (state where and how) |
|  |

How confident do I feel about this subject area now that I have completed my course?

1 box = low and 5 boxes = high.

|[ ] [ ] [ ] [ ] [ ]
|  |

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| 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** |

**Next Steps**

|  |  |  |
| --- | --- | --- |
| **Further Education** |[ ]  **Paid Employment** |[ ]  **Gap Year** |[ ]
| **Not in paid employment** |[ ]  **Social Destination** |[ ]  **Voluntary Work** |[ ]
| **Other (please state):** |[ ]   |

|  |
| --- |
| **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@cheshirewest.gov.uk  |

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

**Feedback**

**Please scan this QR Code to provide us with some feedback about your course or ask your tutor for a paper-based copy of the feedback form.**

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.