**Use for one day tailored learning courses and workshops**

**Individual Learning Plan 2025/26**

My ILP identifies what I want to achieve on this workshop/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:** |  |
| **Course/Taster/Workshop Title:** |  | **Date:** |  |
| **Organisation:** |  | **Venue Name and Postcode:** |  |
| **Session Aim:** |  |

**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.

|  |  |  |
| --- | --- | --- |
| **I have received information about:** | **YES** | **NO** |
| course/workshop/taster outline so that I know what to expect from the session | 🞎 | 🞎 |
| ground rules, emergency evacuation procedures, fire exits, toilet and refreshment facilities, and the policy on smoking | 🞎 | 🞎 |
| British Values and the Prevent agenda | 🞎 | 🞎 |
| Health and Safety and Safeguarding, including on-line safety procedures and healthy relationships | 🞎 | 🞎 |
| equity and diversity and the importance of being respectful towards each other | 🞎 | 🞎 |
| use of artificial intelligence | 🞎 | 🞎 |
| how and when to inform my tutor of any additional needs, health conditions or illness which may affect my wellbeing or learning | 🞎 | 🞎 |
| how to complete an enrolment form/ILP | 🞎 | 🞎 |
| what to do if I have a problem or wish to compliment or make a complaint | 🞎 | 🞎 |
| additional support available to improve maths/English/digital skills and essential transferable skills | 🞎 | 🞎 |
| opportunities to comment on the workshop by writing on the ILP | 🞎 | 🞎 |
| where to go for any Information Advice and Guidance (IAG)/ Careers Education Guidance (CEG) relating to further learning/employment  | 🞎 | 🞎 |
| how to give feedback on the one-day course/workshop  | 🞎 | 🞎 |

**Learner Declaration:** I have received a full induction to my course, and I agree to the code of conduct outlined in the learner handbook.

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

**Support Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| I have talked to my tutor about any learning needs and/or support that I might need during this session, and they have put steps in place to help me where required | **Yes** | **No** | **N/A** |
| **TUTOR TO COMPLETE IF APPROPRIATE** - summary of learning needs and support to be put in place as a result of discussion with learner |
|  |

|  |
| --- |
| **Select one only****By attending this course, I aim to improve my:** |
| overall confidence |  | physical health |  |
| skills to help me progress into further learning |  | mental health and wellbeing |  |
| skills for work |  | skills to participate in community life |  |
| essential skills and aptitudes |  | understanding of democratic values |  |
| ability to support my child’s learning |  | skills for independent living |  |
| **I will speak to my tutor about setting a SMART personal target to help me achieve this/these aims** |

**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.**

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

**SMART Targets** (**S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely)

\* = adjusted SMART targets after discussion with tutor

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

|  |  |  |  |
| --- | --- | --- | --- |
| **SMART Tutor Set targets**(Tutor to insert targets linked to the SOW) | **Please rate your knowledge about this topic on a scale of 0-5, 0=low, 5=high** | **I have achieved my session targets** | **Tutor initial** |
| **Start of Session** | **End of Session** |
| **1.** |  |  | **Yes/No** |  |
| **1.\*** |  |  |  |  |
| **2.** |  |  | **Yes/No** |  |
| **2.\*** |  |  |  |  |

Add more rows if required

**Personal Targets**

|  |  |
| --- | --- |
| **My Personal Targets**These are different from the **Course/Tutor Set targets** and are personal to me. I can have as many or as few as I want and they will be agreed with my tutor. | **Have I achieved my Personal Targets?** |
| **1.** | **Yes/No** |
| **2.** | **Yes/No** |

**Learner Feedback and Next Steps**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Number of Course/Tutor Set Targets and Personal Targets** | **Number Set** |  | Overall achievement means that you have achieved all of your Course/Tutor Set Targets and all of your Personal Targets.**Have you achieved overall? Yes/No** |
| **Number Met** |  |

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

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

**What would I like to do now I have finished this course?**

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



**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.

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

**\*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, please contact Cheshire West and Chester’s Skills and Employment Team by email at: skillsandemployment@cheshirewestandchester.gov.uk

**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 <http://www.ofsted.gov.uk/> and follow the links.