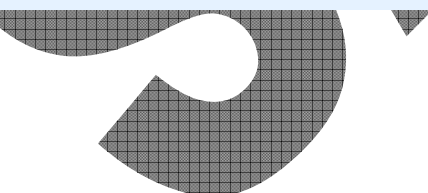


# **INDIVIDUAL LEARNING AND ACTION PLAN**



Student Name:

**SAMPLE**

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**The Action Plan and Personal Training Plan are Your Property**

- The plans should be drawn up in agreement with your tutor/assessor
- Make sure you understand what is written in the plan
- You can keep information private but discuss with your tutor/assessor if it will affect your coursework

**Why Have This Plan?**

- To take account of the skills you currently have
- To choose the Learning Programme that best suits you
- To make sound decisions about your future

**How Is The Plan Used?**

- Your Learning Programme will be broken down into manageable sections
- Your progress will be monitored and recorded
- Your plan can be updated should your circumstances change
- Take your plan with you each time you meet with your tutor/assessor

**COMPLETE THE CHECKLIST OPPOSITE. IF YOU ARE UNABLE TO TICK ANY BOX, SPEAK TO YOUR TUTOR/ASSESSOR. CHECK THROUGH YOUR PLAN AND MAKE SURE YOU ARE HAPPY WITH IT AND THE INFORMATION YOU HAVE BEEN GIVEN.**

**Please complete the following information:**

Occupation:

\_\_\_\_\_

Recognised Vocational Qualifications already gained:

\_\_\_\_\_

Details of anything that might affect your learning (e.g. learning difficulties (e.g. reading, writing), health problems, shift patterns, holidays)

\_\_\_\_\_

**This section to be completed in consultation with your tutor/assessor:**

Title of Course to be undertaken:

\_\_\_\_\_

Working towards (Progression)

\_\_\_\_\_

**Before commencing your Learning Programme, please read the following statements and tick the boxes of those you agree with**

- I have been made aware of the choice of Learning Aims available
- I have been made aware of how the programme is structured and supported
- I have been made aware of and understand how assessment will be carried out
- I have been made aware of the arrangements to review my progress
- Equal Opportunities has been explained to me and I know how to appeal if I am unhappy with any aspect of my assessment
- I have discussed any additional needs I may have
- I know how to contact my tutor & mentor
- I have been issued with the College Charter
- I know who to contact to access college resources
- I understand the importance of working within a healthy and safe environment and my responsibilities under the HASWA (1974)
- I have been given advice on further Progression Courses

**Declaration**

Training Provider for this course:

\_\_\_\_\_

**I am happy with the advice I have been given and my chosen Learning Programme and wish to enrol**

Student Name: (Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Tutor/Assessor Name: (Print) \_\_\_\_\_

Tutor/Assessor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOW COMPLETE COLLEGE ENROLMENT FORM**

## ACTION/ASSESSMENT PLAN

Actions to address ALN/ASN

Have ALN/ASN been identified Yes  No

Unit/Module Number and Title	Activity	Summative Comments
	Read Modules/Units _____ Complete Activities and SA Questions Other _____	
<b>Assessment</b>	<input type="checkbox"/> Obs <input type="checkbox"/> NP <input type="checkbox"/> Q <input type="checkbox"/> A <input type="checkbox"/> ET	
	Read Modules/Units _____ Complete Activities and SA Questions Other _____	
<b>Assessment</b>	<input type="checkbox"/> Obs <input type="checkbox"/> NP <input type="checkbox"/> Q <input type="checkbox"/> A <input type="checkbox"/> ET	
	Read Modules/Units _____ Complete Activities and SA Questions Other _____	
<b>Assessment</b>	<input type="checkbox"/> Obs <input type="checkbox"/> NP <input type="checkbox"/> Q <input type="checkbox"/> A <input type="checkbox"/> ET	
	Read Modules/Units _____ Complete Activities and SA Questions Other _____	
<b>Assessment</b>	<input type="checkbox"/> Obs <input type="checkbox"/> NP <input type="checkbox"/> Q <input type="checkbox"/> A <input type="checkbox"/> ET	
	Read Modules/Units _____ Complete Activities and SA Questions Other _____	
<b>Assessment</b>	<input type="checkbox"/> Obs <input type="checkbox"/> NP <input type="checkbox"/> Q <input type="checkbox"/> A <input type="checkbox"/> ET	
	Read Modules/Units _____ Complete Activities and SA Questions Other _____	
<b>Assessment</b>	<input type="checkbox"/> Obs <input type="checkbox"/> NP <input type="checkbox"/> Q <input type="checkbox"/> A <input type="checkbox"/> ET	
	Read Modules/Units _____ Complete Activities and SA Questions Other _____	
<b>Assessment</b>	<input type="checkbox"/> Obs <input type="checkbox"/> NP <input type="checkbox"/> Q <input type="checkbox"/> A <input type="checkbox"/> ET	
	Read Modules/Units _____ Complete Activities and SA Questions Other _____	
<b>Assessment</b>	<input type="checkbox"/> Obs <input type="checkbox"/> NP <input type="checkbox"/> Q <input type="checkbox"/> A <input type="checkbox"/> ET	

**External Assessment (if applicable)**

Date	Time	Venue	
<b>Preparation</b>			

Assessment Key	O - Observation	NP - Natural Performance	Q Questions	A - Assignment	ET - Multi choice end test
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1	2	3	4	5	6	7	8	9	10	11	12	13	14

/ Commenced                      X Completed (or insert completion date)



## Welcome

Welcome to your learning programme. You have been given all the information required to complete your programme of study and we wish you success in your endeavours. If you have any further queries, please contact your tutor or college contact.

College Contact: \_\_\_\_\_

Contact No: \_\_\_\_\_

## Study Guide

These notes are intended to help you to organise your studies.

The materials are specially written for people who wish to study in their own time and at their own pace. If you do have any difficulties with the materials or need any help, please inform your tutor/assessor.

Your learning programme has many benefits but requires planning and self-motivation to be successful. The notes below may be helpful in ensuring that the learning materials provides good preparation for your assessments:

- Study small manageable sections at a time. It is better to study regularly than to try and digest large amounts of information in one go
- Find a quiet place in which to concentrate without distractions
- Plan a study schedule - and stick to it! Remember that most people have an attention span of about half an hour, after which it becomes increasingly difficult to take more in
- Make notes of key points and facts as you work through the material. This will be a valuable aide-memoir for revision and helps new concepts to be understood and remembered more clearly
- Test yourself regularly - both by going over your notes and using the self assessment questions. It will help to do this at the start of each study session to remind you of the previous learning, and at the end of each session
- If you find a section particularly difficult, try working with your colleagues, seek advice from your mentor or contact your tutor/assessor

## Student Charter

You will be issued with a student charter that sets out what you can expect from the college/provider and what to do if you experience any problems. The charter will also explain the facilities and resources available to you to help you with your studies.

## Tutor/Assessor Support

Each student is appointed a tutor/assessor who is there to help you through your studies and provide assistance if required. The tutor/assessor will issue you with your training materials and advise on how and when they can be contacted and will also agree a timescale over which you plan to complete your course.

Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

## Mentor Support

Where possible, a mentor is appointed to support you in your workplace and to verify workbooks are completed.

Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

## Work Books

Each module/unit of the programme contains a selection of exercises. These are designed to help you measure your progress and most importantly, encourage you to put your learning into practice. These can also be used at the end of each study session, when completing a module/unit and at the start of a session so as to refresh your memory.

Your tutor/assessor will agree a timetable for submission of your work for assessment, but generally speaking, you should complete the relevant activities once you have completed that study module/unit.

## Taking the End Test/External Assessment (if applicable)

Your certificate is gained by successfully completing the workbooks, together with an end of course multi-choice test/External Assessment.

Your tutor/assessor will provide you with details of and arrange the multi-choice end test/ external assessment at an agreed time.

## And Finally....

We hope that the materials provided prove to be easy to use and are a valuable method of learning. However, we constantly update new materials in light of new regulations and feedback. Therefore we would welcome any comments and suggestions you may have which you should feedback through your tutor/assessor.