



Session: []	Learner comments:
Date: []	Tutor comments/progress review:
	Tutor's initials:
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6. What have I learned?

At the end of the course you and your tutor will review your learning.

	I have achieved none of them	I have achieved some of them	I have achieved most of them	I have achieved all of them
Have you achieved the learning outcomes listed in Section 2?				

What else have you achieved?

[]

[]

How has this course helped you?

[]

[]

End of course review (tutor's comments):

[]

[]

[]

[]

[]

Progression - What am I going to do next?

[]

[]

[]

[]

[]

Learner Signature [] Date []

Tutor Signature [] Date []

This plan is yours to use during your course and to keep upon completion. It helps both you and your tutor to see how you are progressing and what you have achieved.

Learner Name: []

Course Title: []

Tutor Name: [] Provider: []

Day/Date: [] Time: []

1. What do I already know?

a) Please tick the statement that reflects your present knowledge and understanding of the subject of the course.

- I am new to this subject.
- I know a little about this subject.
- I know about this subject but want to know more.
- I know a lot about this subject.

b) Have you completed an initial assessment for this course? (Ask your tutor if you are not sure)

Yes Date [] No

c) How do you like to learn? (Please tick all that apply to you)

- Listening Watching
- Doing Reading

d) Please give details of any special help or support you will need to take part in this course:

[]

Learner Signature [] Date []

Tutor Signature [] Date []

2. What can I learn on the course?

Your tutor will provide you with details of the main learning outcomes for the course. After discussing these with your tutor, tick and date where you're starting from for each one.

Learning outcomes	I have not achieved this yet	I have partially achieved this	I have fully achieved this
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

3. What else do I want to achieve on the course?

List here anything else you hope to achieve from the course (for example, speak in front of others, work towards a qualification, reduce stress).

Personal goals	I have not achieved this yet	I have partially achieved this	I have fully achieved this

4. How much have I learned so far?

At regular intervals during your course - using information from your learner progress record - you and your tutor will discuss how well you are doing. Mark your success by ticking and dating your progress towards each of the learning outcomes above.

5. Learner progress record

At the end of each session take a few minutes to reflect on what you think you have learned that will help you to achieve one or more of your learning outcomes or personal goals. Check with your tutor if you are not sure.

For each session please think about the following and complete the learner comments section below:

- What did I learn during this session?
- Which of my learning outcomes have I progressed with?
- What do I still need to improve?

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