

Name:	Date:
Start Date:	End Date:

Outcome 1	Understand own study or training programme
1.1	What do you aim to achieve by the end of the study or training programme by way of qualifications, experience, etc
1.2	Describe what you need to do to follow the programme
1.3	Identify the rules and regulations that affect you as a learner
Outcome 2	Know the facilities and services provided in the place of study or training
2.1	Describe the facilities provided
2.2	Outline the support available
Outcome 3	Recognise personal strengths, skills, qualities and attitudes needed for learning and work
3.1	Identify a range of positive qualities and attitudes
3.2	Outline your own strengths, skills, qualities and attitudes
3.3	Give an example of something relating to learning or work that you felt good about
Outcome 4	Action plan for self improvement
4.1	Consider what you can do in order to identify areas that you need to improve
4.2	Identify realistic targets
4.3	Prepare an action plan to meet the targets you have identified in 4.2 and list suitable activities
4.4	Identify arrangements for reviewing your plan

Assessor's Name:		
Assessor's Signature:		Date:
Learner's Name:		
Learner's Signature:		Date:
IV's Name:		
IV's Signature:		Date:

Assessor Feedback:
Learner's Comments:
Pass or Not Achieved:

Name:

Date:

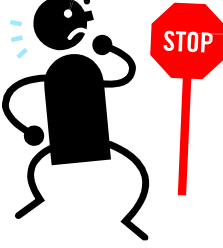

Outcome 1 – Understand your own study or training programme

1.1 - What do you aim to achieve by the end of your study or training programme by way of qualifications, experience, etc.

What can you achieve?	
Qualifications:	1)
	2)
	3)
	4)
	5)
	6)
	7)
Experience:	
	1)
	2)
	3)
	4)
Other:	
	1)
	2)
	3)
	4)
Tutor Feedback (including actions where necessary)	

Outcome 1 – Understand your own study or training programme

1.1 - What do you aim to achieve by the end of your study or training programme by way of qualifications, experience, etc.

 Possible Barriers:	 Possible Solutions:

Tutor Feedback (including actions where necessary)

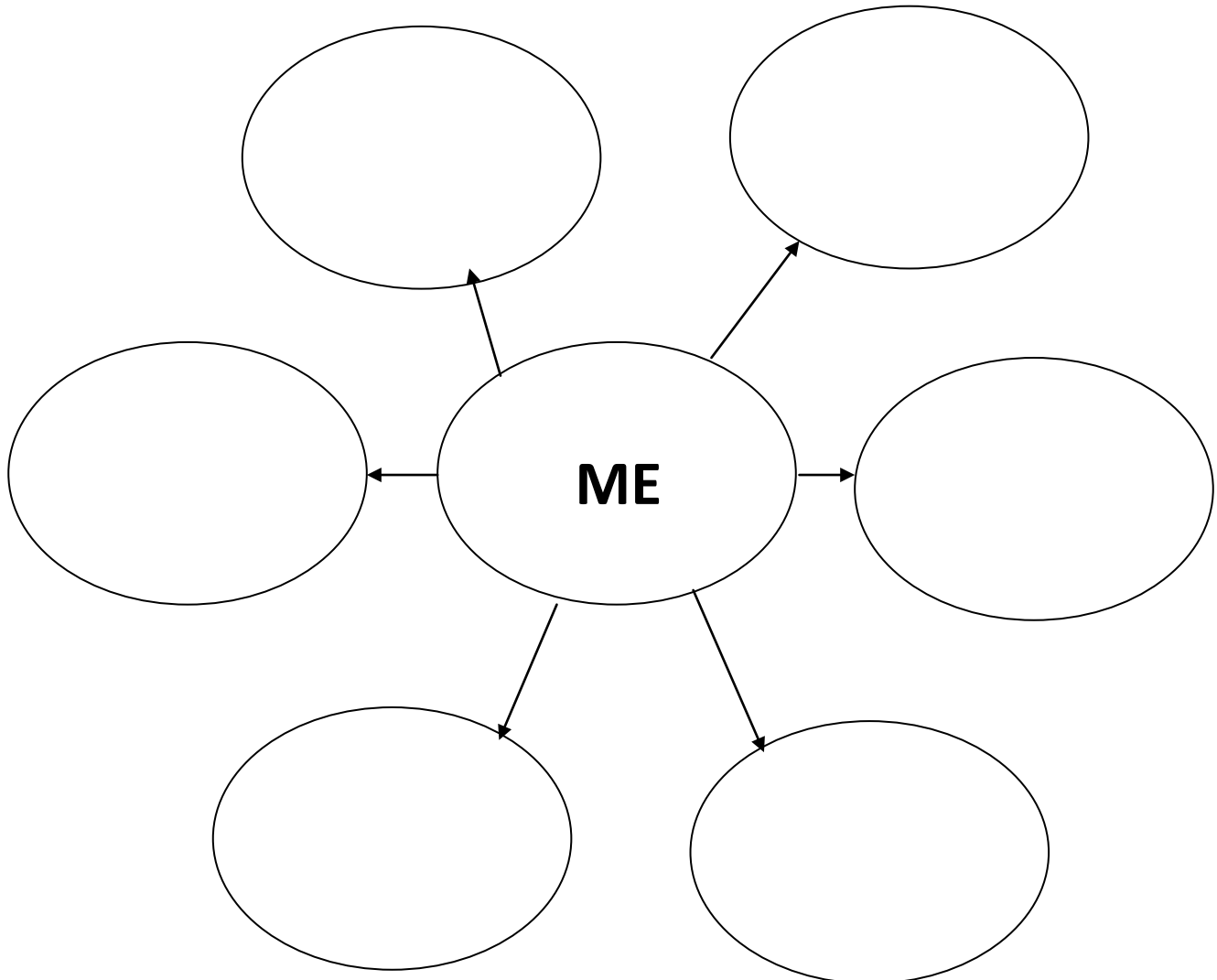
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Name: _____ **Date:** _____

Outcome 1 – Understand your own study or training programme

1.2 - Describe what you need to do to follow your programme

Mindmap



Tutor Feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

Outcome 1 – Understand your own study or training programme

1.3 - Identify the rules and regulations at college which will affect you as a learner.

What is a rule? _____

What is a regulation? _____

Discuss as a group why you think they are place

Rules	Regulations	Why are they in place?

As a group discuss and agree ground rules for class and create a poster to display.

Tutor Feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

Outcome 2 Know the facilities and services provided in the place of study or training

2.1 - Describe the facilities provided after completing your Scavenger Hunt Activity and discussing what you have found out together. Gather information to keep in your portfolio.

Facilities:	What they do (including open times, etc):

Tutor Feedback (including actions where necessary)

Signature: _____ Date: _____

Outcome 2 Know the facilities and services provided in the place of study or training

2.1 - Describe the facilities provided after completing your Scavenger Hunt Activity and discussing what you have found out together. Gather information to keep in your portfolio

Scavenger Hunt

1 What does LRC stand for?

2. What are the opening times of the LRC?

3. What services does the LRC provide to students?

4. What can you buy at the LRC?

5. What does SU stand for?

6. What are the opening times for the SU?

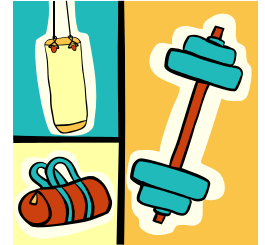
7. How much is a game of pool?

8. Where can you buy a hot chocolate? How much is it?

9. Where is Student Services? Room number?

10. Can students use the college gym? If so, what is the procedure for joining?

11. What other facilities have you found out about since starting college?



Tutor Feedback (including actions where necessary)

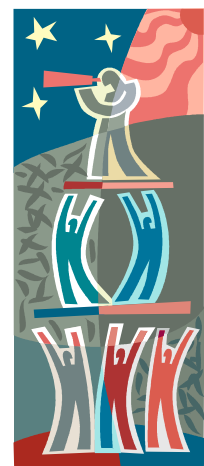
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Date:

Outcome 2 - Know the facilities and services provided in the place of study or training
2.2 - Outline the support available (internal and external to college)

Use the information from your group discussion to complete the table below

Support I may need:	Who will help me with this: (identify also if they work at the college and if not, where do they work)



Tutor Feedback (including actions where necessary)	
Signature:	Date:

Outcome 3 - Recognise personal strengths, skills, qualities and attitudes needed for learning and work

3.1 - Identify a range of general positive qualities and attitudes.

Take part in a group discussion to establish what you think a quality means and what you think attitude means.

A quality is: _____

An attitude is: _____

Positive Qualities	Positive Attitudes

Tutor Feedback (including actions where necessary)	
Signature:	Date:

Outcome 3 - Recognise personal strengths, skills, qualities and attitudes needed for learning and work

3.2 - Outline your own particular strengths, skills, qualities and attitudes

Participate in a group discussion and complete positive feedback for your fellow learners which you can use for the following task

Please provide some information below of what you consider to be _____ qualities and attitudes. Be constructive, do not be rude or personal and please keep relevant. This will help _____ identify his/her positive qualities and positive attitudes.

Qualities	Attitudes

Tutor Feedback (including actions where necessary)	
Signature:	Date:

Outcome 3 - Recognise personal strengths, skills, qualities and attitudes needed for learning and work

3.2 - Outline your own particular strengths, skills, qualities and attitudes

My own individual strengths, skills, qualities and attitudes to learning and work are:	
Strength	
Skill	
Qualities	
Attitudes	

Tutor Feedback (including actions where necessary)	
Signature:	Date:

Name:

Date:

Outcome 3 - Recognise personal strengths, skills, qualities and attitudes needed for learning and work

3.3 - Give an example of something relating to learning or work that you have felt good about

Give an example of something you feel confident doing

Tutor Feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

Outcome 4 Action plan for self development

4.1 - Consider what you can do in order to identify areas that you need to improve

Areas of Individual Self Development: (e.g. communication skills, punctuality, appropriate behaviour, etc)	Solution (what I can do):



Tutor Feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

Outcome 4 Action plan for self development
4.2 - Identify realistic targets.



Use 'Adult Directions' to find suitable career options. You can use this information to set realistic short term targets to begin working towards your long term goal.

Attach your Adult Directions results

Suitable Career Option:	
Qualifications needed:	
Experience needed:	
Skills needed:	
Areas of Development:	

Tutor Feedback (including actions where necessary)

Signature:

Date:

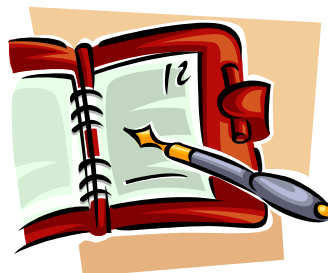
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Outcome 4 Action plan for self development

4.3 - Prepare an action plan to meet the targets that you have identified in 4.2 and list suitable activities

Action Plan		
Target	Time Scale	Activities
1		
2		
3		
4		



Tutor Feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

**Outcome 4 Action plan for self development
4.4**

Identify arrangements for reviewing your plan

Review No:	Place:	Time:	Who with?	Topic:
1				
2				
3				
4				
5				
6				

Please keep copies of your reviews for your portfolio so that you can check you are meeting your targets



Tutor Feedback (including actions where necessary)

Signature:

Date: