

FORM A	LEARNER PLAN	fill in and print
Name		Date
Course		
ACE organisation		
Tutor		

Part 1	Learning Plan	complete this section at the start of the course
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Your reasons and goals

Why have you enrolled in this course?
eg improve skills at work, help find work, improve life at home, join community activities, learn a new skill, something else
What do you hope to get from doing the course?
Note your learning and personal goals, short or long term

Your experience

What previous experience can you use in this course?
Note anything similar you have done before, skills you have which can be useful

Your work skills

How are your employability skills?	<i>These skills are important for getting and keeping jobs</i>					
Rate yourself on each skill by selecting a number from 1 (poor) to 5 (excellent):						
• Communicating	speaking, listening, reading, writing and numeracy					
• Teamwork	working in groups, giving feedback					
• Problem solving	working out ways to do things					
• Initiative and enterprise	trying new things, being creative, following up ideas					
• Planning and organising	making decisions, organising things					
• Self-management	taking responsibility, organising yourself					
• Learning	good at learning new things					
• Technology	using computers, machines, mobile phones					
	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table>	1	2	3	4	5
1	2	3	4	5		

Your experience

How do you learn best?

By listening, reading, making or doing things, being shown how, in groups, online, or a combination of these

Your evidence and results

Do you want your tutor to help you to:

tick if yes

- list the skills you already have, plus what you learn from this course
- plan for further study or work?

Do you give us permission to:

- show, exhibit and publish your work from the course?

Notes

Your future

Where do you see yourself going after this course?

tick if yes

- paid work
- volunteer or unpaid work
- further study towards a qualification
- accredited training
- another course here
- family activity
- community activity

Notes

Name _____ Date _____

Your goals

Benefits

What were the main things you gained from the course? Was it what you wanted?

Your employability skills

Rate your progress

Note your improvement in these skills from 1 (no change) to 5 (big improvement):

• Communicating	speaking, listening, reading, writing and numeracy	1	2	3	4	5
• Teamwork	working in groups, giving feedback	1	2	3	4	5
• Problem solving	working out ways to do things	1	2	3	4	5
• Initiative and enterprise	trying new things, being creative, following up ideas	1	2	3	4	5
• Planning and organising	making decisions, organising things	1	2	3	4	5
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Comments

Your learning skills

Learning to learn

Note any new ways of learning which will help you go on learning (eg searching the Internet, using a library)

Your evidence

Recognise your learning

What have you got to show what you've achieved, what you can do now?

Your future

Next steps

What are you planning to do next? How can you use what you've learnt from this course?

Some examples: paid work, volunteer or unpaid work, further study towards a qualification, accredited training, another course at this centre, family activity, community activity.

Your feedback on the course

Evaluation

Rate the course by selecting one number from 1 (poor) to 5 (excellent):

• Content: what was covered	1	2	3	4	5
• Teaching: how it was taught and organised	1	2	3	4	5
• Use of technology to assist learning (eg computers)	1	2	3	4	5
• Acknowledgement: providing you with evidence of your learning	1	2	3	4	5

Any comments or suggestions for improving the course?