

SCG22: Individual Learning Plan

This is to be completed by project staff			
Organisation Name			
Project Name			
Project Reference			
Participant Information			
Forename		Unique Learner Number	
Surname			
Recognising and Recording Progress and Achievement (RARPA) Principles			
Individual Aims Goals (IAG)			
Participant History			
School / College / Employer	Course / Job Role	Qualifications / Experience	Dates
Recent experience			
Examples of summer jobs, work placements, voluntary work, school clubs/activities			

Reason for disengagement

What is preventing the participant from moving forward?

Was the Participant in full time education or training prior to enrolment? Yes / No

Identified barriers

External or personal issues (e.g. physical and mental problems, domestic situation, unsupported pregnancy)
Please tick appropriate option(s) and use the larger area to elaborate.

Bullying	<input type="checkbox"/>	Friends with the 'wrong crowd' and gangs	<input type="checkbox"/>
Problems dealing with authority	<input type="checkbox"/>	Financial planning difficulties and debt	<input type="checkbox"/>
Drug addiction	<input type="checkbox"/>	Homelessness	<input type="checkbox"/>
Family planning and unexpected pregnancy	<input type="checkbox"/>	Mental health	<input type="checkbox"/>
Currently a young carer	<input type="checkbox"/>	Bad experiences with formal education	<input type="checkbox"/>

Other

Where is the participant now

Functional Skills

Initial Assessment Requirements	Assessment Methodology	Actual Completion Date	Assessment Level
Literacy			
Numeracy			
IT			
ESOL			

Proposed Activities & Learning Outcomes:

Learning Delivery (Programme Details)

Main Delivery Location

Delivery
Location Post
Code

Delivery Location District

Training Activity

Regulated Activity (Certification)	Planned Learning Hours	Start Date	Expected Completion Date	Actual Completion Date	Certificate Achieved
Non- Regulated Activity (Soft Skills) (Learning Aim Codes)	Planned Learning Hours	Start Date	Expected Completion Date	Actual Completion Date	Certificate Achieved
ZESF0001					

Sustained Progression Routes discussed:	
PG01 – Paid Employment (EMP)	Key Information Discussed
Progression (within 28 days of completing the final learning aim) in to paid employment.	
PG03 – Education (EDU)	Key Information Discussed
Progression (within 28 days of completing the final learning aim) into Further Education at a higher level.	
To be completed by the project participant	
What do you feel are your skills and experience?	
What are your personal strengths, skills, knowledge and abilities?	
Are there any skills, training or qualifications you would like to gain?	
What are your areas of interest?	

Where do you want to be and by when

Summary of aspirations (realistic, short and medium-term) **KEY PATHWAY**

Soft outcomes to be achieved	Provided by Participant or Learner	Date Started	Date Completed

Other Notes

What Happens Now - Explanation of way forward and provision of training

Please specify the number of learning hours that will be delivered:

<input type="checkbox"/> 7 to 12 hours	<input type="checkbox"/> 13 – 20 hours	<input type="checkbox"/> 21 – 44 hours	<input type="checkbox"/> 45 - 68 hours
Planned Start Date		Planned End Date	

Reviews

Review Date	Details of Discussion including any changes to the ILP	Participant Signature

Participant's Signature

Name		Signature:
Date		

To be completed by the Project officer

Early Exit Notification Date (If Applicable)			
Withdrawn Reason (If Applicable)			
Returning Participant (If Applicable – Date)			
Total Hours Completed by the Participant			
Outcome			
Outcome Type			
Outcome Code			
Outcome Start Date			
Outcome End Date			
Outcome Collection Date			
Destination PG01 Achieved	Yes / No	Destination PG03 Achieved	Yes / No

Name		Signature:
Job title		

Date			
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