Skills Empowerment Training Solutions Limited

SETS Individual Learning Plan (ILP)
Course Title:

1. Learner and College Details			
Learner Name			
Date of Birth (DD/MM/YY)			
College Name	**Skills Empowerment Training Solutions Limited**		
College Address	Unit 24, 19-35 Sylvan Grove, London, SE15 1PD		
College Contact Name			
College Telephone Number	02035387550		
2. Programme			
Qualification Title and Level :			
Start Date:		**Predicted End Date:**	

3. IAQ

☐ The learner has been advised about all elements involved in completing the qualification and understands the requirements of the programme

☐ The learner understands they will be required to pay for their course, and they can only be registered when 80% of their funds are paid; application process has been explained to the learner.

☐ The person signing up the learner has discussed all other possible options of training with the learner and it is agreed that the Apprenticeship route is the most appropriate.

Other comments:

3a: Additional Learning Support (ALS)

Outline any specific additional support required for this learner and how this has been assessed:

Please note: Additional Set of ALS paperwork is required if claiming ALS.

3b: Points of Contact

Main Point of Contact for Training:	
Additional point of contact for training:	SUNDAY E. OYENIYI
Safeguarding Point of Contact:	MONDAY OLIGHAZA

4. Your relevant work experience/skills including voluntary work

5. Summary from Initial Assessment			
Assessment	**Results**		**Recommendations**
Literacy testing		**Pre E1 E2 E3 L1**	
Numeracy testing		**Pre E1 E2 E3 L1**	
Vocational Tutor Interview Name: _____ Signature: _____ Date: _____			

6. Support required	Action Plan for support
Barriers to employment	
Sustaining Employment	
CV generation	
Interview Skills	
Learning Support	
Vocational Learning	Tutorials, feedback both verbal & written. Students are encouraged to access college library, intranet, IT suites, relevant web sites, LRC and Moodle (VLE)

7. Induction Programme	Tick
Programme content, delivery and assessment	
Equality and diversity	
Health and safety – the safe learner principles	
Safeguarding	
Disciplinary and grievance procedures	
Terms and conditions of learning – Student Contract	
The SETS Limited experience – The Learning Resource Centre (Library) and other facilities available to them.	
Issue of Learner portfolio and Diary	
Learner comments	

Learner Signature:	Date:

8. Review Arrangements

When will reviews take place and what will they involve?	
Interim Review Date	Exit Review Date

9. Pathway outcome

Destination	☐ - looking for a job ☐ - full/part time employment ☐ - continuing study ☐ - other (please specify): _____

10. My next steps

What is your next step in finding a job?	
What skills have you now acquired?	
What do you think you can offer an Employer?	
What further training would you like to do?	

11. Signatures

Learner Signature		Date	
College Signature		Date	