



**Short Course Personal Learning Plan**  
(For accredited and non-accredited courses of up to 20 hours)

Course Details			
Provider Name		Learner Name	
Schedule No.		Course Code	
Course Title			
Delivery Model, (tick all that apply)	Online	Remote	Classroom

Pre-Course IAG	
Please tell us where you first found out about this course (please tick):	
Skills South Tyneside Website	South Tyneside Works
DWP Adviser	Referral from Training Provider
Connexions	Other
If other, or from another training provider, please state:	

Personal and Employability Skills (1= not at all confident, 4 = very confident)	1 	2	3	4 
Working as part of a team				
Motivation to get tasks done				
Organisation skills				
Time management				
Budgeting and managing your money				
Confidence				
Job searching				
Dealing with stressful situations				
Readiness for work				



<b>Initial Assessment Results</b> - an Initial Assessment specific to your course should be carried out to assess your starting point and your tutor will update your results below:			
<b>Subject</b>	<b>Initial Assessment completed?</b>		<b>Details including Outcome/Level</b>
<b>Maths</b>	Yes	No	
<b>English</b>	Yes	No	
<b>ICT</b>	Yes	No	N/a
<b>Sector Specific Initial Assessment</b>	Yes	No	N/a

<b>Induction</b> (Tutor to use Skills South Tyneside standard induction slides and Learner Handbook.) Please confirm that you been provided with the following information relating to your course and venue			
<b>Your Learning Environment-</b> Screen fatigue, facilities etc.	<b>Yes</b>		<b>No</b>
<b>Your Course</b> – Dates and time/materials required/fees	<b>Yes</b>		<b>No</b>
<b>Learner Support</b> – Childcare, equipment, support worker	<b>Yes</b>		<b>No</b>
<b>Health and Safety</b> – Fire/Accident procedures, Cleaning, hygiene and handwashing.	<b>Yes</b>		<b>No</b>
<b>Equality &amp; Diversity - including British Values</b>	<b>Yes</b>		<b>No</b>
<b>Safeguarding/ Prevent</b> – Personal safety/ Online safety/ Reporting concerns	<b>Yes</b>		<b>No</b>
<b>IAG (Information, Advice and Guidance)</b> – Support and contacts	<b>Yes</b>		<b>No</b>
<b>Compliments, complaints and suggestions</b> – Giving feedback	<b>Yes</b>		<b>No</b>
<b>Learner Handbook-</b> Received and understood	<b>Yes</b>		<b>No</b>
<b>Expectations</b> – What the provider expects from you and what you can expect from them	<b>Yes</b>		<b>No</b>
<b>Skills South Tyneside PowerPoint</b> - have you received the Skills South Tyneside PowerPoint presentation as part of your induction?	<b>Yes</b>		<b>No</b>
<b>Who funds the programme</b> – i.e. Skills South Tyneside, South Tyneside Council.	<b>Yes</b>		<b>No</b>



Individual Target	
Please write down a target you are setting yourself on this course	
How will you achieve your target whilst on this course?	

Thinking back to where you graded your confidence at the start of the course, do you feel that the course has helped you to improve your confidence in the below areas?

Working as part of a team	Yes	No
Motivation to get tasks done	Yes	No
Organisation skills	Yes	No
Time management	Yes	No
Budgeting and managing your money	Yes	No
Confidence	Yes	No
Job searching	Yes	No
Dealing with stressful situations	Yes	No
Readiness for work	Yes	No



**End of Course Review**

Did the course support you to achieve your individual target?	Yes	No
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How has your course helped you?

**Tutor Comments and Developmental Feedback**

Planned next steps

**Learner Feedback and Evaluation**

Were you visited by the National Careers Service or referred to the National Careers Service (0800 100 900) during your course?	Yes	No
Have you been referred to the Skills South Tyneside Facebook page during your course? <a href="http://www.facebook.com/SkillsSouthTyneside">www.facebook.com/SkillsSouthTyneside</a>	Yes	No
Have you been referred to the Skills South Tyneside website page during your course? <a href="http://www.southtyneside.gov.uk/skillssouthtyneside">www.southtyneside.gov.uk/skillssouthtyneside</a>	Yes	No
Have you been referred to the Career Coach tool during your course? <a href="https://southtyneside.emsicc.com/">https://southtyneside.emsicc.com/</a>	Yes	No





How satisfied are you with...	Very Satisfied	Satisfied	Fairly Satisfied	Not Satisfied
Your course overall?				
The information, advice and guidance you received before starting the course?				
The information, advice and guidance you received about your next steps?				
The venue and the room? (if learning was face to face)				
The learning resources and materials you were provided with?				
<b>On my course:</b>	Always	Most of the time	Some of the time	Never
I was made aware of how to report any concerns I may have had.				
I was made aware of Health and Safety responsibilities and felt safe				
I, and others in the group, were treated fairly and with respect.				
I received individual support and advice when I needed it				
Would you like to speak to someone confidentially about any of the information you have provided? If yes, we will contact you using the details provided on your enrolment.			Yes	No
What was good about your course?				
What would make the course better?				
Agreed next steps...				

Signatures			
Completion Date			
Learner Signature		Date	
Tutor Signature		Date	