



Document Reference 21005

# Adult Education Budget Long Course Personal Learning Plan

(For accredited courses and non-accredited courses of 20 hours or more)

Long Course PLP (Section 1)			
Course Details			
Provider Name		Learner Name	
Schedule No.		Course Code	
Start Date		Expected Completion Date	
Course Title			



# Welcome to the Skills South Tyneside

This Personal Learning Plan (PLP) is a record of your learning and progress towards achieving your course goals. You and your tutor will use the PLP to plan your learning. Your PLP ensures that you clearly understand:

- What you are learning
- Why you are learning
- What is expected of you
- Feedback about the quality of your work
- Positive developments and suggested improvements
- Potential next steps

This section of your PLP should be completed at the **start** of your course

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:	

How satisfied were you with the level of information you received before you started your course?			
Not Satisfied	Fairly Satisfied	Satisfied	Very Satisfied

Employment and Career History
Please briefly tell us about any past or current employment, voluntary placements and/or work experience including the industry and the job role:



**Career Development**

How is this course relevant to you, and how will it help your career development?

Empty box for career development response.

<b>Personal and Employability Skills</b> (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				

**Barriers to Learning**

Do you feel you have any barriers which may affect your learning?

Maths and English	<input type="checkbox"/>	ICT	<input type="checkbox"/>
Responsibilities/Commitments (eg Child Care)	<input type="checkbox"/>	Benefits	<input type="checkbox"/>
Travel	<input type="checkbox"/>	Housing	<input type="checkbox"/>
Other	<input type="checkbox"/>	No issues at present	<input type="checkbox"/>

Tutor discussion regarding support and points of referral

Empty box for tutor discussion notes.



**Initial Assessment Results** - an Initial Assessment specific to your course should be carried out to assess your starting point and your tutor will update your results below:

Subject	Initial Assessment completed?	Details including Outcome/Level
Maths	Yes <input type="checkbox"/> No <input type="checkbox"/>	
English	Yes <input type="checkbox"/> No <input type="checkbox"/>	
ICT	Yes <input type="checkbox"/> No <input type="checkbox"/> N/a <input type="checkbox"/>	
<b>Sector Specific Initial Assessment</b>	Yes    No	

**Induction** (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/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>



TO BE COMPLETED BY YOUR TRAINING PROVIDER

**Additional Support**

Please give details of the main learning difficulty or disability declared on the enrolment form, if any

Support provided where applicable:

**Course Plan**

Planned Unit				
Planned Completion Date				

Planned Unit				
Planned Completion Date				

Planned Unit				
Planned Completion Date				

**Signatures**

You are signing at the start of your course to confirm that you agree with the information in this document which has been completed with you, to form your learning plan.

Tutor Signature		Date	
Learner Signature		Date	