

**Long Course PLP (Section 2)****Course Details**

<b>Provider Name</b>		<b>Learner Name</b>	
<b>Schedule No.</b>		<b>Course Code</b>	
<b>Course Title</b>			

This section of your PLP should be completed **during** your course:

**Targets**

You should review the information provided during Initial Assessment to help to form your targets. Targets must be **Specific, Measurable, Achievable, Relevant** and **Time-Bound** (SMART) Note: you do not have to set all of your targets at the start of the programme.

**Individual Target 1****Course/Qualification Related**

Please write down a target you are setting yourself on this course	<i>E.g. By the end of this course I will understand how to calculate percentages.</i>	
How will you be able to measure whether you have achieved your target?	<i>E.g. I will be able to complete equations correctly using percentages.</i>	
How is your target relevant to you and the course that you are on?	<i>E.g. I am studying a Level 1 Maths course and percentages are one of the units.</i>	
Will it be possible for you to achieve your target by the end of this course? (circle)	Yes	No

**How will your tutor support you? (your tutor will complete this with you)**

--



Individual Target 2 Personal/ Employability Related		
Please write down a target you are setting yourself on this course	<i>E.g. By the end of this course I will have updated my CV</i>	
How will you be able to measure whether you have achieved your target?	<i>E.g. I will have an up to date, saved CV that I can use to apply for jobs</i>	
How is your target relevant to you and the course that you are on?	<i>E.g. My course is intended to help me gain employment</i>	
Will it be possible for you to achieve your target by the end of this course? (circle)	Yes	No

How will your tutor support you? (your tutor will complete this with you)



**Learner Progress Record**

What skills or knowledge have you learned or improved on?

**Reviews**

Review Number

Date

**Learner Comments**

What have you learned so far?

What do you think you could do to improve?

**Tutor Comments**

Tutor's positive developmental feedback

Area/s of focus for the learner, (including stretching and challenging)

**Reviews**

Review Number

Date

**Learner Comments**

What have you learned so far?

What do you think you could do to improve?

**Tutor Comments**

Tutor's positive developmental feedback/progress review

Area/s of focus for the learner, (including stretching and challenging)



Reviews			
Review Number		Date	
Learner Comments			
What have you learned so far?			
What do you think you could do to improve?			
Tutor Comments			
Tutor's positive developmental feedback/progress review			
Area/s of focus for the learner, (including stretching and challenging)			

Reviews			
Review Number		Date	
Learner Comments			
What have you learned so far?			
What do you think you could do to improve?			
Tutor Comments			
Tutor's positive developmental feedback/progress review			
Area/s of focus for the learner, (including stretching and challenging)			



Mid-Course Review	Date
Please record advice and guidance (IAG) provided at the mid-point of the course. (IAG is factual, current and impartial information providing options to consider in order to progress towards long-term goals)	
Target 1- What progress have you made?	
Target 2- What progress have you made?	
In what areas do you feel you have performed better than expected?	
What areas do you feel you still need to develop further?	



Reviews	
Review Number	Date
Learner Comments	
What have you learned so far?	
What do you think you could do to improve?	
Tutor Comments	
Tutor's positive developmental feedback/progress review:	
Area/s of focus for the learner, (including stretching and challenging)	

Reviews	
Review Number	Date
Learner Comments	
What have you learned so far?	
What do you think you could do to improve?	
Tutor Comments	
Tutor's positive developmental feedback/progress review:	
Area/s of focus for the learner, (including stretching and challenging)	



Reviews			
Review Number		Date	
Learner Comments			
What have you learned so far?			
What do you think you could do to improve?			
Tutor Comments			
Tutor's positive developmental feedback/progress review:			
Area/s of focus for the learner, (including stretching and challenging)			

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.			
Did you use any continuation sheets within your PLP?			
If yes how many?			
Tutor Signature		Date	
Learner Signature		Date	