

**FORM A**

# Learner Plan

click and type



Name  
Course  
Provider Williamstown CEC  
Tutor

Date

## Part 1 Learning Plan

*complete this section at the start of the course*

### Your reasons and goals

**Why have you enrolled in this course?**

eg improve life at home, improve skills at work, help find work, join community activities, learn a new skill, something else:

**What do you hope to get from doing the course?**

note your learning and personal goals, short or long term:

### Your experience

**What previous experience can you use in this course?**

note anything similar you have done before, or other skills you have which can be useful in the course:

### Your work skills

**How are your employability skills?**
*These skills are important for getting and keeping jobs.*

Rate your skills now by selecting one number from 1 (very poor) to 5 (excellent) in the drop-down box:

- |                             |   |                 |
|-----------------------------|---|-----------------|
| ● Communicating             | speaking, listening, reading, writing and numeracy    | Click to select |
| ● Teamwork                  | working in groups, giving feedback                    | Click to select |
| ● Problem solving           | working out ways to do things                         | Click to select |
| ● Initiative and enterprise | trying new things, being creative, following up ideas | Click to select |
| ● Planning and organising   | making decisions, organising things                   | Click to select |
| ● Self-management           | taking responsibility, organising yourself            | Click to select |
| ● Learning                  | good at learning new things                           | Click to select |
| ● Technology                | using computers, machines, mobile phones              | Click to select |

### Your learning

**How do you learn best?**

by listening, reading, making or doing things, being shown how, in groups, online, or a combination of these:

### Your evidence and results

**Do you want your tutor to help you to...**
*click for yes*

- list the skills you already have, plus what you learn from this course
- plan for further study or work?


**Do you give us permission to ...**
*click for yes*

- show, exhibit and publish your work from the course?

	Notes
<i>Your future</i>	
<b>Where do you see yourself going after this course?</b>	<i>click for yes</i>
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
Notes	

## Part 2 Learning Review

complete this section at the end of your course

Name	Date	
<b>Your goals</b>		
<b>Benefits</b>	What were the main things you gained from the course? Was it what you wanted?	
<b>Your work skills</b>		
<b>Rate your progress</b>	Note your improvement in these skills from <b>1</b> (no change) to <b>5</b> (big improvement):	
<ul style="list-style-type: none"> <li>● <i>Communicating</i></li> <li>● <i>Teamwork</i></li> <li>● <i>Problem solving</i></li> <li>● <i>Initiative and enterprise</i></li> <li>● <i>Planning and organising</i></li> <li>● <i>Self-management</i></li> <li>● <i>Learning</i></li> <li>● <i>Technology</i></li> </ul>	speaking, listening, reading, writing and numeracy working in groups, giving feedback working out ways to do things trying new things, being creative, following up ideas making decisions, organising things taking responsibility, organising yourself good at learning new things using computers, machines, mobile phones	<a href="#">Click to select</a> <a href="#">Click to select</a>
Any comments?		
<b>Your learning skills</b>		
<b>Learning to learn</b>	Note any new ways of learning (eg searching the Internet, using a library) which will help you go on learning	
<b>Your evidence</b>		
<b>Recognising your learning</b>	What have you got to show what you've achieved, what you can do now?	
<b>Your future</b>		
<b>Next steps</b>	What are you planning to do next? How can you use what you've learnt from this course? Some examples: paid work, volunteer or unpaid work, further study towards a qualification, accredited training, another course at this centre, family activity, community activity	
<b>Your feedback on the course</b>		
<b>Evaluation</b>	Rate the course by selecting one number from <b>1</b> (very poor) to <b>5</b> (excellent) in the drop-down box:	
<ul style="list-style-type: none"> <li>● content: what was covered in the course</li> <li>● teaching: how it was taught and organised</li> <li>● acknowledgement: providing you with evidence of your learning</li> </ul>	<a href="#">Click to select</a> <a href="#">Click to select</a> <a href="#">Click to select</a>	
Any comments or suggestions for improving the course?		