**My Learning Plan- ACL**



**Level 1**

**Please complete all sections highlighted in yellow**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Learner Name:** | |  | | | | **ULN** | | | | | | | | | | | |
| **Tutor:** | | **Course Code:** | | | | **Start Date:** | | | | | |  | | | | | |
| **End Date:** | | | | | |  | | | | | |
| **Course name: English** | | | | | | **Level: Level 1** | | | | | | | | | | | |
| **Accredited**  **Awarding body** | | | | | | **Non accredited** | | | | | | | | | | | |
| My goals | | | | | | | | | | | | | | | | | |
| **What I want to do in the future (Short Term goal)** | | | | | | | | | | | | | | | | | |
| **What I want to do in the future (Long Term goals)** | | | | | | | | | | | | | | | | | |
| **Previous experience in this subject (none, some, a lot)** | | | | | | | | | | | | | | | | | |
| **Induction -Learner’s handbook, course info, terms and conditions, H&S, Safeguarding, Prevent, Equal opportunities, Equality and Diversity, Complaints procedure, Progression and destination, Employability Support, IAG, Data and consent, Punctuality and Attendance etc)**  **Has your tutor gone through these items with you? Yes/No** | | | | | | | | | | | | | | | | | |
| **Initial assessment result** | | | | | | | | | | | | | | | | | |
| **Diagnostic assessment result (Please include BKSB diagnostic assessment result as well as written comments below)** | | | | | | | | | | | | | | | | | |
| **What helps me learn:**  Working in a group  Using pictures/diagrams  Working on my own  Listening  Reading  Using computers  Working with another person  Other: *Please say how……………………………* | | | | | | | | | | | | | | | | | |
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| **Disability/learning difficulty: (details or N/A)** | | | | | | | | | | | | | | | | | |
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| **At the start of the course please use the scale below to indicate your level.**  **1 = I cannot do this 2 = I can do this to a little 3 = I can do this very well** | | | | | | | | | | | | | | | | | |
| **Course Learning Objectives** | | | | **Learner’s Assessment** | | | | | **Tutor’s Assessment** | | | | | | | | |
|  | | | | Start course | Mid course | | | End course | Start course | | | | | | Mid course | | End course |
| **Reading skills** | | | |  |  | | |  |  | | | | |  | |  | |
| Identify and understand the main points in a text (piece of writing). | | | |  |  | | |  |  | | | | |  | |  | |
| Compare information, ideas and opinions from different sources. | | | |  |  | | |  |  | | | | |  | |  | |
| Identify the purpose of different texts and explain how I know this. | | | |  |  | | |  |  | | | | |  | |  | |
| Distinguish between fact and opinion. | | | |  |  | | |  |  | | | | |  | |  | |
| Recognise different layout features and use them to locate relevant information in a text. | | | |  |  | | |  |  | | | | |  | |  | |
| Identify different language techniques in texts. | | | |  |  | | |  |  | | | | |  | |  | |
| Use reference materials and appropriate strategies for a range of purposes, including to find out the meaning of words. | | | |  |  | | |  |  | | | | |  | |  | |
| Infer from images meanings not explicit in the accompanying text. | | | |  |  | | |  |  | | | | |  | |  | |
| Recognise vocabulary typically associated with specific types and purposes of text (e.g. formal, instructive, persuasive). | | | |  |  | | |  |  | | | | |  | |  | |
| **Writing skills** | | | |  |  | | |  |  | | | | |  | |  | |
| Communicate information, ideas and opinions clearly, coherently and accurately. | | | |  |  | | |  |  | | | | |  | |  | |
| Write a text with an appropriate level of detail and of an appropriate length (250 words). | | | |  |  | | |  |  | | | | |  | |  | |
| Convey clear meaning and use connectives to show logical progression. | | | |  |  | | |  |  | | | | |  | |  | |
| Organise my writing using appropriate formats and structures. | | | |  |  | | |  |  | | | | |  | |  | |
| Use a range of sentence structures, including complex sentences and paragraphs to organise my writing. | | | |  |  | | |  |  | | | | |  | |  | |
| Use full stops, question marks and exclamation marks correctly. | | | |  |  | | |  |  | | | | |  | |  | |
| Use commas correctly. | | | |  |  | | |  |  | | | | |  | |  | |
| Use possessive apostrophes correctly. | | | |  |  | | |  |  | | | | |  | |  | |
| Use correct grammar (e.g. subject-verb agreement, consistent use of tenses, definite/indefinite articles). | | | |  |  | | |  |  | | | | |  | |  | |
| Spell accurately. | | | |  |  | | |  |  | | | | |  | |  | |
| **Continued on next page …** | | | |  |  | | |  |  | | | | |  | |  | |
| **Speaking, listening and communicating skills** | | | |  |  | | |  |  | | | | |  | |  | |
| Listen to and consider information and give a relevant and clear response in appropriate language. | | | |  |  | | |  |  | | | | |  | |  | |
| Speak clearly to present information/ideas and opinions logically and persuasively to others. | | | |  |  | | |  |  | | | | |  | |  | |
| Adapt my speaking to suit audience, purpose and situation, e.g. formal or informal situations. | | | |  |  | | |  |  | | | | |  | |  | |
| Express my opinions and arguments, and support them with evidence. | | | |  |  | | |  |  | | | | |  | |  | |
| Respect the turn-taking rights of others during discussion, using appropriate language for interjection | | | |  |  | | |  |  | | | | |  | |  | |
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| **Personal Learning Objectives**  **Please add some personal learning objectives e.g. gain confidence speaking, be on time to class etc** | | | | **Learner’s Assessment** | | | | | **Tutor’s Assessment** | | | | | | | | |
|  | | | | Start course | Mid course | | | End course | Start course | | | | | Mid course | | End course | |
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| **Reviews – applicable only for courses six weeks plus (attendance, progress, achievement, points for future development, IAG progression information)**  **Autumn mid term**  **Autumn term end**  **Spring mid term**  **Spring term end**  **Summer mid term** | | | | | | | | | **Date**  **Date**  **Date**  **Date**  **Date** | | | | | | | | |
| **End of the course review - Review of Progress to be completed by the learner and tutor**  With support from your tutor assess your progress and how far you have reached the objectives listed above. Is there anything else you need in order to achieve the course Learning Objectives or your Personal Learning Goals? | | | | | | | | | | | | | | | | | |
| **Dates** | **End of the course review-** what have I achieved? What new things/skills have I learnt?  i.e. improved my punctuality/ social skills, I feel more confident, better at using numbers/writing/reading/ communicating, attended regularly, completed all my coursework, learned new skills, achieved my target/goals, etc | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | |
| **Tutor Signature: Date:**  **Learner Signature: Date:** | | | | | | | | | | | | | | | | | |
| **One to one IAG appointment (insert dates):** | | |  | | | |  | | | | | |  | | | | |
| **What will you do next? Insert**  Traineeship Apprenticeship Supported Internship HE Other FE Full time FE Part-time Unassigned  In paid employment 16 hour or more  or 16 hours or less  Self-employed for 16 hours or more or 16 hours or less  Not in paid employment, but looking for work, and available to start work  Not in paid employment, not looking for work and or not available to start work ( including retired)  Other outcome Please specify Not known | | | | | | | | | | | | | | | | | |
| **Tutor Comments**  The learner achieved their ILP objectives (insert % of goals achieved\*) ……...........%  *\* Group and Personal Goals added together.*  Please give details if the learner withdrew early from the course: | | | | | | | | | | | **Full achievement of goals**  **Y**  **N** | | | | | | |
| **Tutor Signature: Date:**  **Learner Signature: Date:** | | | | | | | | | | | | | | | | | |
| **Tutors comments (INCLUDE SUMMATIVE FEEDBACK-: Learner achieved their ILP goals/targets? Please give details if the learner withdrew from the course, as well as details on attendance, progress, achievement, points for future development, IAG progression information)** | | | | | | | | | | **Date** | | | | | | | |
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