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| **SCG22: Individual Learning Plan**  |
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| **This is to be completed by project staff**  |
| Organisation Name |  |
| Project Name |  |
| Project Reference |  |
| **Participant Information** |
| Forename |  | Unique Learner Number |  |
| Surname |  |

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| **Recognising and Recording Progress and Achievement (RARPA) Principles**  |
| **Individual Aims Goals (IAG)** **Participant History** |
| School / College / Employer | Course / Job Role | Qualifications / Experience | Dates |
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| **Recent experience** |
| Examples of summer jobs, work placements, voluntary work, school clubs/activities |
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| **Reason for disengagement** |
| What is preventing the participant from moving forward? |
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| **Was the Participant in full time education or training prior to enrolment?**  | Yes / No |
| **Identified barriers** |
| External or personal issues (e.g. physical and mental problems, domestic situation, unsupported pregnancy) Please tick appropriate option(s) and use the larger area to elaborate. |
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| Bullying | [ ]  | Friends with the ‘wrong crowd’ and gangs | [ ]  |
| Problems dealing with authority | [ ]  | Financial planning difficulties and debt | [ ]  |
| Drug addiction | [ ]  | Homelessness | [ ]  |
| Family planning and unexpected pregnancy | [ ]  | Mental health  | [ ]  |
| Currently a young carer | [ ]  | Bad experiences with formal education | [ ]  |
| Other |  |

 |
| **Where is the participant now** |
| **Functional Skills**  |
| **Initial Assessment Requirements** | **Assessment Methodology** | **Actual Completion Date** | **Assessment Level**  |
| Literacy |  |  |  |
| Numeracy |  |  |  |
| IT |  |  |  |
| ESOL |  |  |  |
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| **Proposed Activities & Learning Outcomes:** |
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| **Learning Delivery (Programme Details)** |
| Main Delivery Location |  |
| Delivery Location Post Code |  | Delivery Location District |  |

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| **Training Activity** |
| **Regulated Activity****(Certification)** | **Planned Learning Hours** | **Start Date**  | **Expected Completion Date** | **Actual Completion Date** | **Certificate Achieved** |
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| **Non- Regulated Activity (Soft Skills)****(Learning Aim Codes)** | **Planned Learning Hours** | **Start Date** | **Expected Completion Date** | **Actual Completion Date** | **Certificate Achieved** |
| **ZESF0001** |  |  |  |  |  |
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| **Sustained Progression Routes discussed:** |
| **PG01 – Paid Employment (EMP)** | **Key Information Discussed** |
| Progression (within **28 days** of completing the final learning aim) in to paid employment. |  |
| **PG03 – Education (EDU)** | **Key Information Discussed** |
| Progression (within **28 days** of completing the final learning aim) into Further Education at a higher level. |   |

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| **To be completed by the project participant** |
| What do you feel are your skills and experience? |
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| What are your personal strengths, skills, knowledge and abilities? |
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| Are there any skills, training or qualifications you would like to gain? |
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| What are your areas of interest? |
|  |
| **Where do you want to be and by when** |
| Summary of aspirations (realistic, short and medium-term) **KEY PATHWAY** |
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| **Soft outcomes to be achieved** | **Provided by Participant or Learner** | **DateStarted** | **Date Completed** |
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| **Other Notes** |
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| **What Happens Now - Explanation of way forward and provision of training** |
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| **Please specify the number of learning hours that will be delivered:** |
| [ ]  7 to 12 hours | [ ]  13 – 20 hours | [ ]  21 – 44 hours | [ ]  45 - 68 hours |
| **Planned Start Date** |  | **Planned End Date** |  |

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| **Reviews** |
| **Review Date** | **Details of Discussion including any changes to the ILP** | **Participant Signature** |
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| **Participant’s Signature** |
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| **Name** |  | **Signature:** |
| **Date** |  |

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| **To be completed by the Project officer** |
| **Early Exit Notification Date (If Applicable)** |  |
| **Withdrawn Reason (If Applicable)** |  |
| **Returning Participant (If Applicable – Date )** |  |
| **Total Hours Completed by the Participant**  |  |
| **Outcome** |  |
| **Outcome Type** |  |
| **Outcome Code** |  |
| **Outcome Start Date**  |  |
| **Outcome End Date** |  |
| **Outcome Collection Date** |  |
| **Destination PG01 Achieved** | Yes / No | **Destination PG03 Achieved** | Yes / No |
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| **Name** |  | **Signature:** |
| **Job title** |  |
| **Date** |  |

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