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Record of Discussion: Personal achievements, work experience, reasons for undertaking the course, course expectations, which routes do you think you'd like, what interests and hobbies have you got, do you like any of the activities on offer?

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Additional information: Please detail any additional information e.g. personal circumstances that may affect training, what did you think of school, Welsh medium learning, learning styles, access to IT, motivation and confidence, medication, behaviour, etc

If LP29 or LP31 identify formal learning needs, the Additional Learning Support form should be complete.

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Welsh Language: What opportunities will the learner have to maintain and/or develop Welsh language skills during their time on programme. Do you want your learning in Welsh?

Tutors will give simple greetings, feedback and instructions verbally and written in Welsh. Signs and materials produced will be bilingual. Emphasis on the Welsh heritage and culture will always be promoted and encouraged throughout lessons. Welsh provision will be offered and provided if desired.

Learning offered in Welsh: Yes/ No

Learning requested in Welsh: Yes/No

Prior Learning/Attainments already achieved:(List all relevant qualifications gained within the last 5 years, e.g. GCSE, Welsh Bac, Essential Skills)If RPL is being used, the certificate must be copied and in file by the first review.

Type of Qualification	Subject/Title	Grade/Level	Date Achieved	Cert Seen	School/ Provider

Any other learner comments/details:.....

WEST Results:	Date taken	Level Achieved	ESW Level to open
Literacy			
Numeracy			
ICT			

Essential Skills Wales is made from the above 3 skill areas. Our induction tutor will explain the results to you.

Entry 1, Entry 2, Entry 3, Level 1, Level 2, Level 3.

To progress onto our Level 1 routes you must have a minimum of either a WEST result of Entry 3 or work with our Essential Skills tutor to achieve the Entry 3 award. We also offer these qualifications up to and including Level 1 if you were interested to achieve them.

Throughout our programme we will always look to develop these skills areas through marking classroom work and ensure you are using the necessary skills correctly. Once you have completed your WEST result you will log on regularly to understand the mistakes made and get to correct these.

Your WEST results will be kept within your personal folder.

Please date and sign your WEST results enclosed, with target dates also.

Summary of Literacy/Numeracy long term goals: What would you like to improve, how will this be achieved, how do you best learn, how will having better essential skills help you within your chosen career or getting a job?

You will be following the Essential Skills Scheme of Work, in a classroom environment using worksheets, on-line resources, small groups or 1 to 1 if desired. Topics will be of interest and relevance to you to make it 'real'.

Essential skills development is embedded throughout engagement units, plus specific ESW provision for those Entry 3 below and/or for those who want support.

Learner comments:

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ESW Tutor comments if working with learner to achieve qualification (please see ESW ILP which is specific to the learner):

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Literacy/Numeracy Review: See WEST Results and Skills Gaps printed. Target and Achievement dates inserted on these and monitored and tracked by the Mentor.

Soft Skills Tracker

Please complete the below by giving your marks out of 10 for each category, this will be reviewed each month and hopefully we'll see an increase. If there's not, we'll agree a plan to develop these areas.

The tutor will explain what each one means.

	At beginning	Review 1	Review 2	Review 3	Review 4	Review 5	Review 6
Confidence							
Self Esteem/Mental Well Being							
Motivation							
Ability to co- operate							
Employability							
Presentation Skills							
Physical Well Being/Fitness							

Learner Name:		NI Number:		Date of Birth:			
Open Learning Activity data							
Proportion Welsh Medium				Type of Welsh learning			
E1 - Learning and assessment in English only		B3 - A small amount of Welsh-medium learning		B2 - A significant amount of Welsh-medium learning		B1 - Learning completed in a bilingual context	
						C1 - Learning completed in a Welsh-medium context	

Learning aim reference	Title of learning activity	Date commenced activity	Expected end date	Learner Signature	Tutor Signature	Tutor Print Name	Date

By signing this form, I confirm that I have started the above learning activities and that I have registered for the above awards. In signing this form I am confirming that I have been made aware that the learning I am undertaking is part financed by the European Social Fund through the Welsh Government.

Learner Name:			NI Number:			Date of Birth:	
End Activity data							
Learning aim reference	Title of learning activity	Date terminated activity	Completion Status	Learner Signature	Tutor Signature	TutorPrint Name	Date
Award data							
Award aim reference	Title of learning activity	Date of result	Result	Attainment Indicator	Learner Signature	Tutor Signature	Date
By signing this form, I confirm I have completed or terminated the above learning activities and that I have completed or terminated the above awards. In signing this form I am confirming that I have been made aware that the learning I am undertaking is part financed by the European Social Fund through the Welsh Government.							

Learner Name:			NI Number:			Date of Birth:	
End Activity data							
Learning aim reference	Title of learning activity	Date terminated activity	Completion Status	Learner Signature	Tutor Signature	TutorPrint Name	Date
Award data							
Award aim reference	Title of learning activity	Date of result	Result	Attainment Indicator	Learner Signature	Tutor Signature	Date
By signing this form, I confirm I have completed or terminated the above learning activities and that I have completed or terminated the above awards. In signing this form I am confirming that I have been made aware that the learning I am undertaking is part financed by the European Social Fund through the Welsh Government.							

Planned Learning Activity: Please detail the learners main targets including qualifications listed on previous page. If there is an engagement timetable, please attach

Activity - please use separate sheet if required	Person responsible	Start Date	Target End Date	Actual End Date
Engagement Units:				
1. Know Your Community				
2. Independent Learning Skills				
3. Work Skills				
4. Personal Development				
5. Enterprise entrepreneurship				
6. Healthy Living Wellbeing				
7. Sustainable Development & Global Citizenship				
8. Relationship & Behaviours				
9. Employability Skills (CV writing, interview skills, etc)				
INSPIRE course accredited by Agored Cymru, Confidence Building Level 1				
Pearson Entry 3: Preparation for Work Placement				
ETF PREVENT Training modules (online)	Becci in induction			
How to start a business	Gavin			
Work placement support	Helen and Hannah			

Engagement Additional curriculum activities e.g. trips, work tasters, visits			
	Person Responsible	Target Date	Achieved Date
Film/ documentary reviews Community Project (Down To Earth) Practical sport/fitness sessions (Meadow View) YMCA gym Fundraising - Safe Foundation First Aid - St John's Ambulance Army Activities Gorge Walking, cliff jumping, kayaking Sexual Health, alcohol and drug awareness Funky Pump fitness Tennis session - Swansea Tennis Centre Crossfit Training Jobs Fair Cinema trip - Vue Cinema Barista Training PREVENT/Ethnic minority training Museum Trip - Welsh culture Any other activities please add.			

Forward Plan to 1 st Review: Plan attached ☐				
Qualification/ Activity	Action Planned	By Whom	By When	Review
Complete Induction	To join the group			
WEST	Your mentor is..... Online PREVENT, know who's who			
Follow the timetable	To complete all 3 WEST assessments Getting familiar with building, staff, learners and timetable			
To choose Tuesday and Thursdays activities	See display on floor 1 and choose i.e. cooking, gym/sports, film club and reviews, INSPIRE Times newspaper			
Declaration				
Declaration - I confirm that I have undergone Initial Assessment and discussed the structure and delivery of my learning programme and that I have commenced my learning on the start date identified above. - I understand that any amendments to this document must be agreed and countersigned by myself. - In signing this document, I confirm my understanding that the learning I am undertaking is part financed by the European Social Fund through the Welsh Government. Learner Signature: _____ Print Name: _____ Date: _____ Tutor Signature: _____ Print Name: _____ Date: _____ Please note that this document must be signed by all parties within 4 weeks of the learner's start date.				

Planned Reviews - within every 31 days							
	1	2	3	4	5	6	7
Target Date							
Actual Date							
Review at end of Engagement programme including literacy and numeracy development summary. How have you progressed or what have you learnt with INSPIRE on the Engagement programme. What are you doing next i.e. which L1 route or employment?							
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I have completed the online survey about the programme: Yes/NO							
I can confirm that all activities completed on Engagement are closed and in the process of being awarded							
Tutor Signature: _____			Learner Signature: _____			Date: _____	

Amendments to IALP- changes or circumstances that have changed on your learning journey	
Learner Signature	
Tutor Signature	
Date	
Learner Signature	
Tutor Signature	
Date	
Learner Signature	
Tutor Signature	
Date	
Learner Signature	
Tutor Signature	
Date	
Learner Signature	
Tutor Signature	
Date	

Completion data					
LP71	Actual Centre Based Hours		LP72	Actual Work Based Hours	
Reason for termination of learning programme	☐	00 - LP Continuing	☐	09 - Exclusion	
	☐	01 - Completion of LP	☐	11 - Other	
	☐	02 - LP Not Completed	☐	12 - Trans to other LP at other Provider	
	☐	04 - Health Reasons	☐	13 - Trans to other LP at same Provider	
	☐	05 - Death	☐	14 - Into Employment related to LP	
	☐	06 - Financial Reasons	☐	15 - Into Other Employment	
	☐	07 - Other Personal Reasons	☐	16 - Redundancy	
Immediate Destination (within 4 weeks of leaving)	☐	Continuing existing programme any provider	☐	18 - Self-employed	
	☐	09 - Seek work/unemployed	☐	19 - Progressed to higher education	
	☐	13 - Voluntary work	☐	20 - Other	
	☐	15 - Progressed to higher level	☐	21 - Employed Full-time	
	☐	16 - Further learning at the same level or lower level	☐	22 - Employed Part-time/Short-term	
Date terminated learning programme					
Learner Signature					
Print Name					
Tutor Signature					
Date					

We will send some of the information we hold about you to the Welsh Government (WG). This information forms your learner record held by WG. The learner record held by WG is used by WG and the third parties detailed below for four broad purposes:

1. For WG, the Higher Education Funding Council for Wales, Estyn, and the Wales Audit Office to carry out their statutory functions.
2. For WG to produce anonymised data in statistical publications.
3. For third parties, such as further education sector bodies, to use anonymised data to carry out research or equal opportunities monitoring that WG deems to be in the public interest. This information may be published.
4. Occasionally WG may allow third parties acting on its behalf access to learner records including personal identifiers only to assist in linking learner records for the purpose of statistical research. Contractors will be required to sign confidentiality agreements in relation to the data, demonstrate that they operate satisfactory information security procedures, and destroy their copies of the data following conclusion of the research project.

The data you supply will also be used by the Learning Records Service only to issue you with a Unique Learner Number (ULN) and share information about your learning with organisations linked to your education and training. Further details of how your data is processed and shared can be found at www.learningrecordsservice.org.uk.

Your contact details may be passed to survey contractors to carry out the Learner Voice Survey, or other surveys related to education functions on behalf of the organisations listed above. These contractors will use your details only for that purpose, and will then delete them. If you do not want to take part in these surveys, please let us know.

Your rights: Under the Data Protection Act 1998, you have rights of access to the data WG holds about you. You may have to pay a small fee for this. For further information please email llwr@wales.qsi.gov.uk.

For more detail on the above, please visit our website at www.wales.gov.uk/llwr