

Individual learning plans

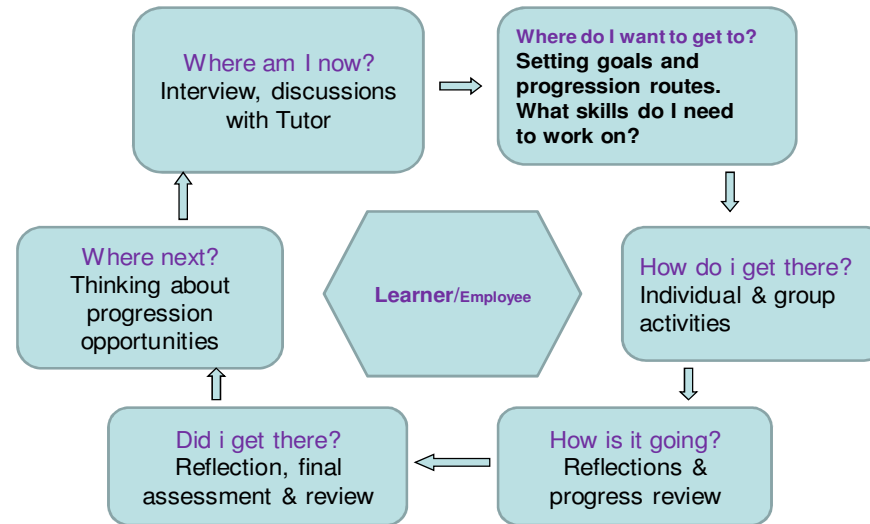
“To have a smooth ride to your destination, you need to know where you are going and how to get there”.
Finjap Yonou E.

Objectives of this session

Upon completion of this session, we will be able to:

- understand what ILP is
- understand why ILP should be practiced in Organizations
- know the main components of a standard ILP
- understand the Individual learning planning process
- accurately complete an ILP process.

The Individual learning planning process



Effectively Completing ILP Case Study

You are newly employed in the XX University as Vocational Trainer for Level 3 BTEC National Certificate in Business. You will be required to train adults who happen to be ex civil servants. Two weeks after commencement of classes, you are assigned, as part of your responsibilities to initiate and carry out ILP process with your learners.

You decided to start the process with Ali Mohammed, who happens to be the first name on your class list. When asked the reason why he joined the program, Ali says "I had no choice".

Ali is then asked to state his individual learning goals for the future.

"I have three goals", he says:

- 1- I want to work hard to pass all the units of the Level 3 BTEC Certificate in Business with at least merit grades.
- 2- I want to also improve on my time management skills by the time I complete this qualification,
- 3- Finally, I will like to set up my own small business in the future.

You decided to record the above information on Ali's ILP and proceeded with the dialogue mentioned below:

Trainer: Tell me, Ali...did you worked before?

Ali: Yes Sir, I worked as a Registration clerk at the XX Municipality for four years.

Trainer: Ok. That means you have some good skills and experience. You are expected to study in this program for the next 18 months. What are some of the help you will be expecting from me, as your trainer?

Ali: I realized many of the units in this qualification require oral presentations to be delivered, and I don't really have good presentation skills. May be I will need your help in this.

Trainer: That is fine, Ali. Presentation skills are easy to acquire. You just need to work on your fluency in English, develop self confidence and master the related subjects, in order to give a good presentation. By the way, how do you prefer to learn? Is it by doing things on your own or by working in groups? Is it by reading or listening etc?

Ali: I always enjoy working in group, but I hate when other group members do not participate. I like to listen and read.

The above information is recorded in Ali's ILP and filed.

One month later you realized Ali is not regular in class and had submitted only about 50% of unit 1 work, long after submission due date. However, when Ali comes to class, although he is always late, he participates actively in group discussions and helps the other learners in the class.

Group Exercise

In groups of four, use the above information to complete the given ILP template relating to Ali's situation.

Each group will be required to present their information to the rest of the Participants.

INDIVIDUAL LEARNING PLAN AND PROGRESS RECORD

Individual Learning Goals	Record of Progress (Initial and insert dates to record achievement)
----------------------------------	---

Programme Name:	Start Date:	Student Name:
Course Code:	End Date:	Trainer's Name:

Individual Learning Goals		Record of Progress (Initial and insert dates to record achievement)			
	By the end of the Programme I will be able to:	Not yet started	Making a little progress	Making good progress	Achieved
1					
2					
3					
4					
5					

INITIAL ASSESSMENT

Learner Name:

Date:

My previous job title:		Comments / initial targets:
My previous experiences / skills gained		
I may need help/support with:		
I prefer to learn in the following ways:	By thinking things through on my own <input type="checkbox"/> By doing practical activities <input type="checkbox"/> By reading <input type="checkbox"/> By working in a group or with a friend <input type="checkbox"/> By watching and copying someone <input type="checkbox"/> By listening <input type="checkbox"/> By talking things through with others <input type="checkbox"/> By taking notes to look at later <input type="checkbox"/>	

Signed: _____ (Learner)

Signed: _____ (Tutor)

	1- By the end of the Programme I will be able to:	Not yet started	Making a little progress	Making good progress	Achieved
1					
2					
3					

REVIEW OF PROGRESS

Date	Review of Learning Goals		Action from Review / New Targets	Signatures
	Learner Comments (mid course)			Learner
	Tutor Comments (mid course)			Trainer
	Learner Comments (End of Course)			Learner
	Tutor Comments (End of Course)			Trainer

Progression / Next Steps

Signed: _____ (Learner)

Signed: _____ (Trainer)

Date _____

Date _____