

SA12052

Please find below slides from my PowerPoint Presentation and the case study to be used during the Training. Other materials are on PDF forms which are not attachable here.

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

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 Organisations
- know the main components of a standard ILP
- understand the Individual learning planning process
- **accurately complete an ILP process.**

What is an individual learning plan?

An Individual learning plan is a plan designed and put in place by organisations, to identify and implement learning and development opportunities for learners. Individual learning plans form a 'route map' of how a learners will get from their starting point on a learning journey to the desired end point.

ILPs may be for one course and include the acquisition of qualifications and skills, or may link several courses that give progression to different levels.

The ILP is a good tool for tracking and profiling a student's strengths, skills, learning preferences and abilities, and identifying the most appropriate learning style.

ILP is used for helping learners plan their learning, by:

- recording the initial assessment process
- recording support and reviews
- recording training and assessment plans
- revising and updating plans.

Why ILP should be practiced in Organisations

An effective individual learning plan (ILP) is at the heart of assessment, learning, support and achievement.

- It helps the learner to become an active, motivated partner in learning.
 - It helps delivery staff and possibly employers and parents/guardians to monitor learner's progress in the learning process
 - Assists learners identify and understand barriers to learning, and where they can find support to remove them.
 - ILP process assists learners to set SMART targets and keeps them focused enough to realise when milestones are reached.
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- It helps match teaching and learning to learners' strengths and needs, and ensure that learners are on the right programmes and achieving according to expectations
 - It also plans opportunities for learners to extend their learning into contexts such as the workplace, community or business activities

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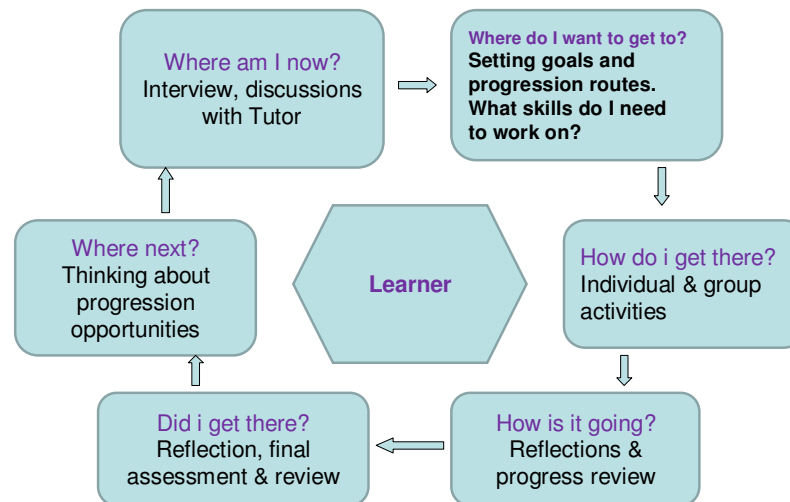
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Main components of a standard ILP

A standard ILP is made up of three main sections:

- 1 – factual information about the Learner, Tutor, Employer, Provider and the programme the learner is on. This section also includes the learner's individual learning goals.
- 2 – a summary of information from initial assessment, more details about the programme delivery and a summary of arrangements for supporting the learner.
- 3 – brief details of any changes made to the plan during the programme.

The Individual learning planning process



Completing an ILP process.

Group work Activity

Go through the case study (given), and in your groups of four complete the ILP template provided and present your information to the rest of the class for further dicussions.

Effectively Completing ILP

Case Study

You are newly employed in the IVD of Abu Dhabi 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 Abu Dhabi 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 on 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 class for further discussions.

INDIVIDUAL LEARNING PLAN AND PROGRESS RECORD

Programme Name:	Start Date:	Student Name:
Course Code:	End Date:	Tutor 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:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">By thinking things through on my own <input type="checkbox"/></td> <td style="width: 33%;">By doing practical activities <input type="checkbox"/></td> <td style="width: 33%;">By reading <input type="checkbox"/></td> </tr> <tr> <td>By working in a group or with a friend <input type="checkbox"/></td> <td>By watching and copying someone <input type="checkbox"/></td> <td>By listening <input type="checkbox"/></td> </tr> <tr> <td>By talking things through with others <input type="checkbox"/></td> <td>By taking notes to look at later <input type="checkbox"/></td> <td></td> </tr> </table>		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"/>	
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Signed: _____ (Learner)

Signed: _____ (Tutor)

REVIEW OF PROGRESS

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					

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

Progression / Next Steps

Signed: _____ (Learner)

Signed: _____ (Tutor)

Date _____

Date _____