



people learn | business profits

## Think Smart Coach Development Plan

This is part of your Smart Business Plan to be completed by Smart Business Coach and tutor/assessor.

**Name:**

**Position within Company/Organisation:**

**Current Qualifications** Please give NVQ level, e.g. Level 2 (GCSE, 'O level'), Level 3 ('A level'), and any courses taken in the last two years:

**List the things that you are particularly keen to gain from this programme.**

**How will your learning on this programme help your company?**

**Do you need additional support to attend this programme? – e.g. childcare, transport costs?**

**Actions agreed between you and your Tutor/Assessor**

<b>Learning Provider:</b>
<b>Learning Location:</b>
<b>Transport Needs:</b>
<b>Childcare Needs:</b>
<b>Other Needs:</b>

**Learning Aim Reference: (LAD Code)**

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### Declaration

This development plan has been discussed and agreed following a discussion between the Tutor/Assessor and the Smart Business Coach.

<b>Coach Name:</b>	<b>Signed:</b>	<b>Date:</b>
<b>Tutor Name:</b>	<b>Signed:</b>	<b>Date:</b>

### Paperwork - What to do!

**NB Please send a signed copy of this form to the Think Smart Project Co-ordination Unit as it is required to release funding.**

**Contact: George Skirton – Think Smart Co-ordination unit: 01823 365447  
[smart@learning-southwest.org.uk](mailto:smart@learning-southwest.org.uk)**

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