



people learn | business profits

Think Smart Individual Learner Development Plan

For a learner working towards a course for NVQ level 2 or 3. The Smart Business Coach should complete this plan with the learner

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 you would like to learn that will also be useful to your company/organisation?

What do you need to support your learning – e.g. childcare, transport costs?

How will your learning help your company/organisation?

Actions agreed between Smart Business Coach and Learner:

Agreed Development Plan

Course Title	NVQ Level	Date Course started

Learning Provider:
Learning Location:
Transport Needs:
Childcare Needs:
Other Needs:

Other Learning:

Course Title	NVQ Level	Date Course started

Learning Aim Reference Code: (LAD Code)

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Declaration

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

Learner Name:	Signed:	Date:
Coach Name:	Signed:	Date:
Tutor Name:	Signed:	Date:

Paperwork - What to do!

Original for Learner; Copy for Smart Business Coach and assessor/tutor

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

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