



# Think Smart Smart Business Plan

This Smart Business Plan is a record of the NVQ learners that you will be supporting. In addition to this you will need to complete a separate *Learner Development Plan* for each learner. This will chart their progress through the coaching support that you give them.

Name of Coach: .....

Name and address of your Company/Organisation: .....

Learner's Name	Position in Organisation	Course(s) being followed	How will this learning contribute to the company/organisation?	Signature of learner stating that they agree to be coached	For office use only	
					Learner Group	R/C

Learner's Name	Position in Organisation	Course(s) being followed	How will this learning contribute to the company/organisation?	Signature of learner stating that they agree to be coached	For office use only	
					Learner Group	R/C

**Name of the person in your company/organisation who is responsible for the Smart Business Plan:**

..... (This may be your line manager or the Chief Executive)

**Smart Business Coach:**

Signed ..... Date ..... Print Name .....

**Tutor/assessor:**

Signed ..... Date ..... Print Name .....

***Paperwork what to do?***

**To the Coach: Once you have completed this form, and you and all your learners have signed it please pass it to your tutor.**

**To the Tutor: Please send a signed original of this form to the Think Smart Co-ordinator. This form is required to release funding.**

Contact: George Skirton – Think Smart Co-ordination Unit 01823 3654447 [smart@learning-southwest.org.uk](mailto:smart@learning-southwest.org.uk)

**Learning Southwest, Bishops Hull House, Taunton, Somerset, TA1 5EP**



**European Union**  
European Social Fund  
Investing in jobs and skills

Co-financed by

**Skills  
Funding  
Agency**