

Personal Learning Plan – for Training Adviser

Name: _____ Membership No: _____ Appointment: _____

Training Advisor: _____ Group: _____

Appointments Committee Meeting: _____ Prov App Ends: _____ Initial Plan Date: _____ Review Dates: _____

| Module | | Learning | | | Validation | | | | TA signature |
|--------|-------------------------|-----------|-----------------|----------------|------------|--------|---------|----------------|--------------|
| Num | Title | Req'd Y/N | Delivery Method | Date completed | Num | Method | Details | Date completed | |
| 1 | Essential Information | | | | | | | | |
| | | | | | | | | | |
| | | | | | And | | | | |
| 25 | Assessing Learning (TA) | | | | | | | | |
| | | | | | | | | | |

Signed:

_____ Learner _____ Training Adviser _____ Local Training Manager

Notes: - A copy of the PLP should be sent to the Local Training Manager on a regular basis or at least every 6 months.
 - Once all modules have been validated the PLP should be sent to the Local Training Manager to forward to the CTM.

Key to Delivery Methods
 1:1 One to one C Course E E-Learning
 FS Factsheet SG Small Group V Video / DVD
 W Work Book

Key to Validation Methods
 1:1 One to One discussion C Certificate e.g. First Aid
 O Observation by TA OS Observation statement
 Q Questionnaire WE Written evidence

NB: Not every Module can be delivered by all the methods - see TA's guide.