

## Unit 401: Planning for progression

### Learner Portfolio



V.2.0 Aug 2021

### Contact Details

<b>Candidate name</b>	
<b>Candidate enrolment no</b>	
<b>Centre name</b>	
<b>Centre number</b>	
<b>Programme start date</b>	
<b>Date of registration with City &amp; Guilds</b>	

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

**For Procloud Administration use only:**

Tutor		
Name	Mobile/ Telephone	Email
Assessor		
Name	Mobile/ Telephone	Email
Internal Quality Assurer		
Name	Mobile/ Telephone	Email
External Quality Assurer		
Name	Mobile/ Telephone	Email

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## Activity 1

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### Learning Outcome 1: Understand Own Study or Training Programme

#### 1.1 Define what you aim to achieve by the end of the study or training programme

Answer the questions in the table below.

What are the learning outcomes that you will achieve by the end of this unit?	What else would you like to achieve by the end of this unit?
1.	
2.	
3.	
4.	

## Activity 2

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### Learning Outcome 1: Understand Own Study or Training Programme

#### 1.2 Describe what he/she needs to do in order to follow the programme

Think about what you need to do to follow the programme successfully; describe this below.

### Activity 3

#### Learning Outcome 1: Understand Own Study or Training Programme

##### 1.3 Identify the centre rules and regulations that affect you as a learner

Find the correct words below to fill in the gap(s) to complete each sentence.

Cyber Bullying	Food Hygiene	Health and Safety Law
Data Protection	Complaints Procedure	Employment Law
First Aid	Fire Action	Safeguarding

1. The \_\_\_\_\_ poster tells me what to do in case of fire.
2. If I feel unsafe because of how another learner is behaving towards me, the \_\_\_\_\_ poster will tell me who to report my concerns to.
3. The \_\_\_\_\_ poster displayed in the reception area, tells me what the employer needs to do to protect their employees, what I need to do to keep others safe and what to do if there is a problem.
4. If I am unhappy about the service I am receiving, I can refer to the \_\_\_\_\_ that is located in my handbook.
5. To ensure everyone stays safe online, a \_\_\_\_\_ notice has been placed above all of the computers.
6. On induction, we are made aware of \_\_\_\_\_, to ensure our learner information stays confidential.

## Activity 4

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### Learning Outcome 2: Know the Facilities and Services Provided in the Place of Study or Training

#### 2.1 Describe the facilities provided in the place of study

Imagine you have been asked to write a review for your centre's newsletter to help orientate new learners joining a study or training programme. Write a review that describes the facilities that are available to them.

**The Hub Newsletter**  
**Edition 3**

## Activity 5

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### Learning Outcome 2: Know the Facilities and Services Provided in the Place of Study or Training

#### 2.2 Outline the support available for learners

Imagine you have been asked to design a leaflet for your centre to raise learner awareness of the support available to them. Design a leaflet that outlines the support available to them.

The Hub



## Activity 6

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### Learning Outcome 3: Recognise Personal Strengths (Skills, Qualities and Attitudes) Needed for Learning and Work

#### 3.1 Identify positive qualities and attitudes needed for study and work

Look at the list below; tick the positive qualities and attitudes needed for study and work.

	Positive <b>qualities</b> and <b>attitudes</b> needed for study and work	
1	Demotivated	
2	Disciplined	
3	Attention to detail	
4	Inconsiderate	
5	Flexible	
6	Impatient	
7	Optimistic	
8	Dishonest	
9	Pessimistic	
10	Focused	
11	Rigid	
12	Unorganised	
13	Empathy	
14	Critical	
15	Punctual	

## Activity 7

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### Learning Outcome 3: Recognise Personal Strengths (Skills, Qualities and Attitudes) Needed for Learning and Work

#### 3.2 Outline your own personal strengths

Think about your own personal skills and qualities, which of these would you say are your personal strengths? Outline your personal strengths below.

My personal strengths

**Activity 8**

**Learning Outcome 3: Recognise Personal Strengths (Skills, Qualities and Attitudes) Needed for Learning and Work**

**3.3 Give an example of something he/she feels confident doing**

Can you think of something you feel confident doing relating to learning or work? Give an example below.

<p>What was it that you did?</p>	<p><i>e.g. leading a group, organizing an event, preparing meeting agenda</i></p>
<p>Was it through learning or work?</p>	<p><i>e.g.; senior colleague showed you how to do it, you searched internet, watched tutorial</i></p>
<p>Briefly describe what you did.</p>	
<p>Briefly describe why this makes you feel confident.</p>	

## Activity 9

### Learning Outcome 4: Action Plan for Self-Improvement

#### 4.1 Identify areas for improvement

#### 4.2 Identify realistic targets

#### 4.3 Prepare an action plan or contract to meet targets

#### 4.4 Identify arrangements for reviewing progress

This is an example of an action plan for self-improvement.

ACTION PLAN		
<b>My agreed goal is:</b> <i>To improve my time-keeping</i>		
<b>People who will support me through my self-improvement plan:</b> <i>Tutor, trainer on training course, family</i>		
<b>I will start my self-improvement plan on:</b> <i>5 September</i>		
	Date I expect to achieve this by	Milestones
<b>Activity 1</b> <i>Search on the internet/visit library for information on how to improve my time-keeping</i>	<i>8 September</i>	<i>Information search</i>
<b>Activity 2</b> <i>Get help on how to set up my calendar, appointments and alarm on my mobile phone</i>	<i>10 September</i>	<i>Phone set-up</i>
<b>Activity 3</b> <i>Wake up 30 minutes earlier on weekdays, reward myself with a lie in at the weekend</i>	<i>11 September</i>	<i>Arrive on time for study/training programme</i>

<p><b>Activity 4</b> <i>Get feedback to see if I have improved my time-keeping</i></p>	<p>16 May</p>	<p>Tutor, trainer, family, friends</p>
<p><b>Activity 5</b> <i>Attend and complete training course</i></p>	<p>3 June</p>	<p>Course certificate</p>
<p><b>Resources needed:</b> <i>Internet, library, mobile phone</i></p>		
<p><b>Anticipated completion date:</b> <i>3 June</i></p>		
<p><b>Plan to review progress:</b>  <i>8 September – discussion with tutor</i>  <i>9 September – arrange to meet with friend to set up mobile phone</i>  <i>9 September – explain my goal to family, to wake me up if I oversleep</i>  <i>weekly – check my progress with tutor</i>  <i>weekly – reward myself every Friday for being on time</i>  <i>25 June – final review with tutor</i></p>		

Now complete your personal action plan for self-improvement.

ACTION PLAN		
My agreed goal is:		
People who will support me through my self-improvement plan:		
I will start my self-improvement plan on:		
	Date I expect to achieve this by	Milestones
Activity 1		
Activity 2		
Activity 3		
Activity 4		

<b>Activity 5</b>		
<b>Resources needed:</b>		
<b>Anticipated completion date:</b>		
<b>Plan to review progress:</b>		

Assessor feedback/comments:

The candidate has:	Yes	No
Defined what he/she aims to achieve by the end of the study or training programme		
Described what he/she needs to do in order to follow the programme		
Identified the centre rules and regulations that affect him/her		
Described the facilities provided in the place of study or training		
Outlined the support available for learners		
Identified positive qualities and attitudes needed for study and work		
Outlined his/her own personal strengths		
Gave an example of something he/she feels confident doing		
Identified areas for improvement		
Identified realistic targets		
Prepared an action plan or contract to meet targets		
Identified arrangements for reviewing progress		

Assessor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Summary of Achievement

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Unit 401: Planning for progression	Achieved	
	Yes	Date
Learning outcome 1: Understand own study or training programme		
1.1 Define what he/she aims to achieve by the end of the study or training programme	✓	20/7/2021
1.2 Describe what he/she needs to do in order to follow the programme		
1.3 Identify the centre rules and regulations that affect him/her		
Learning outcome 2: Know the facilities and services provided in the place of study or training		
2.1 Describe the facilities provided in the place of study or training		
2.2 Outline the support available for learners		
Learning outcome 3: Recognise personal strengths (skills, qualities and attitudes) needed for learning and work		
3.1 Identify positive qualities and attitudes needed for study and work		
3.2 Outline his/her own personal strengths		
3.3 Give an example of something he/she feels confident doing		
Learning outcome 4: Action plan for self-improvement		
4.1 Identify areas for self-improvement		
4.2 Identify realistic targets		
4.3 Prepare an action plan or contract to meet targets		
4.4 Identify arrangements for reviewing progress		

Assessor feedback/comments:

This candidate has completed Unit 401 by achieving learning outcomes 1, 2, 3 and 4.

Assessor Name: \_\_\_\_\_

Assessor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Awards, Certificates and Diplomas in  
Employability Skills Level 1 Units (5546)*

<b>Unit no</b>														
<b>Credits</b>														
Total Credits Achieved:														

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

<b>Candidate Name:</b>	
<b>Candidate Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this qualification with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this qualification with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>IQAs Name:</b>	
<b>IQAs Signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this qualification with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>EQAs Name:</b>	
<b>EQAs Signature:</b>	
<b>Date:</b>	