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| --- | --- |
| Name: |  |
| Short Course: |  |
| Challenge reference: |  |

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| --- | --- | --- |
| Description of the activity that will help me develop my skills | Skills I plan to use: | Y/N |
|  | Ability to learn |  |
| Teamwork |  |
| Problem solving |  |
| IT skills |  |
| Literacy |  |
| Numeracy |  |

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| --- |
| How I plan to do it |
|  |

|  |  |
| --- | --- |
| What I will need | What I will do if anything goes wrong |
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| --- | --- | --- |
| Who else is involved | When it will be done by | Where it will be done |
|  |  |  |

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| --- |
| I confirm that I have planned what I need to do and have agreed it with my tutor. |
| Signed: | Learner: | Tutor: | Date: |

|  |  |  |
| --- | --- | --- |
| What I did: | Skills I used: | Y/N |
|  | Ability to learn |  |
| Teamwork |  |
| Problem solving |  |
| How I made sure I worked safely | IT skills |  |
|  | Literacy |  |
| Numeracy |  |

|  |  |
| --- | --- |
| What went well | What could have gone better |
|  |  |

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| --- |
| Changes I made to my plan |
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| --- | --- |
| Who I asked for help and what it was for | Evidence I have for my portfolio |
|  |  |

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| --- |
| I confirm that the information above is correct and has been agreed with my tutor. |
| Signed: | Learner: | Tutor: | Date: |