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

|  |  |  |
| --- | --- | --- |
| 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 |  |

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

|  |  |
| --- | --- |
| What I will need | What I will do if anything goes wrong |
|  |  |
| Who else is involved |
|  |

|  |  |  |
| --- | --- | --- |
| When it will be done by | Where it will be done | Who will check my progress |
|  |  | (eg tutor, supervisor, teacher, assessor, trainer, other) |

|  |
| --- |
| 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 |
|  |  |

|  |  |  |
| --- | --- | --- |
| How I learned | Y/N | Things I have learned using the methods I ticked |
| * Using pictures and diagrams
 |  |  |
| * Reading, talking, writing
 |  |
| * Listening
 |  |
| * Watching
 |  |
| * Doing
 |  |

|  |
| --- |
| Changes I made to my plan |
|  |

|  |  |  |
| --- | --- | --- |
| I have discussed with my tutor | Y/N | Evidence I have for my portfolio |
| * What I think I have learned from completing this challenge
 |  |  |
| * What I could do to improve my performance
 |  |

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