

INDIVIDUAL LEARNING PLAN (ILP) FORM

Y003EE

A personalised plan designed to support a student with their academic progress and is developed jointly with the student when factors are identified that may affect their achievement.

Student Name:

Programme:

Date:

Reason for the Individual Learning Plan

- | | |
|---|--|
| <input type="checkbox"/> Attendance has fallen below 90% and there is a performance and/or missed learning activities or missed assessments concern | <input type="checkbox"/> Student has been enrolled late on the programme and needs support catching up |
| <input type="checkbox"/> Student has missed one or more assessment deadlines | <input type="checkbox"/> Student has been granted recognition of prior learning and there is a documented, agreed, alternative programme of work |
| <input type="checkbox"/> Student has missed scheduled learning and needs to catch up | <input type="checkbox"/> Student has been granted an opportunity for reassessment after programme completion |
| <input type="checkbox"/> Student needs support meeting a granted extension following special consideration | <input type="checkbox"/> Other. Please specify: |
| <input type="checkbox"/> Student has identified a barrier to their studies | |

Tutor and student to complete together

Activity

Eg: Assessment, learning activities etc.

Action

Due date

- ☐ I will collaborate with the Tutor to achieve my personalised Individual Learning Plan.

Student signature:

Date:

Tutor signature:

Date:

Once processed, upload the ILP to SELMA, and provide a copy to the student.

Staff to complete

Outcome of Individual Learning Plan

☐ ILP met

☐ ILP not met

If not met, include details below.

Tutor Signature:

Date:

Team Leader Signature:

Date:

Once processed, upload completed ILP (whether met or not met) to SELMA, and provide a copy to the student.