

**INDIVIDUAL LEARNING PLANS, LEARNING AGREEMENTS AND PROGRESS REVIEWS**

**Purpose:**

* To establish clear, SMART targets with Learners for their individual achievement at the start of their programme
* To check progress against these targets and set further targets throughout the programme
* To check Learner welfare
* To reinforce Health & Safety, Equality & Diversity, Inclusion, Safeguarding, British Values and Prevent
* To meet the requirements of External Awarding Body and Regulatory Organisations

Research has shown that regular Progress Reviews improve Learner retention and achievement.

**Staff Involved**

Administration Assistants, MIS Team, Director of Quality & Training, Principal, Programme Managers, Tutors/Teachers/Assessors and Employers (where appropriate).

**Quality Review**

This procedure is reviewed annually to ensure that it remains effective. All staff are invited to comment on its effectiveness and contribute to its review. Amendment is the responsibility of the Principal in consultation with the Director of Quality & Training and the Programme Managers.

**Individual Learning Plans (ILP)/Learning Agreements**

These are completed at the start of any programme during Academy/College Inductions. They may also be revisited at any time during the course of study, should changes to the Learner’s circumstances occur.

**Progress Reviews**

Progress Reviews are included within the ILP and should reflect upon the information given at the beginning of the course as well as the progress and development made by the Learner at intervals during their course of study.

**Frequency**

* First Review - 8 weeks from the start of the programme
* A minimum of 8 weeks thereafter (excluding holiday periods)

**Procedure**

* The MIS team are made aware as soon as possible of any planned Review dates as the dates are planned at the beginning of the programme
* Reviews are conducted as per any Review Schedule that has been drawn up for the programme, ensuring that all Learners are seen. At this time the Review is completed along with a Learner Monthly Evaluation
* Learners are referred to the Learning Support Officer or Designated Safeguarding Officer as necessary
* RAG rating details from the Monthly Evaluation Form are entered onto PICS so that Learners can be supported as necessary

RTA ILP Policy – reviewed 5-3-2024