



Name: _____

Start Date of Course: / /

Please refer to the syllabus and individual unit learner outcomes when considering your specific aims and objectives - note these thoughts in the template below.
You will need to email this document to your Study Coach within one week of receiving your course materials. This document will form the basis of your initial Study Coach telephone conversation.

Part A – Pre course briefing in conjunction with your line manager [To be completed on commencement of the qualification and to be discussed with your Study Coach]

● **What are your reasons for completing this qualification?
What do you want to learn?**

1. _____

2. _____

3. _____

4. _____

Part B – Personal Action Plan [To be completed as the qualification progresses and to be discussed with your Study Coach post examination]

● **What actions will you implement as a result of the course?**

[These actions may be as a result of reading the learning materials or completing the tasks]

Consider the following points when completing your action plan:

- Are the action items specific enough, will you be able to measure your progress?
- How will these actions make a difference to your business?
- Will you need additional support or coaching?

Intended Action	By When?
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Part C – Debriefing Record [To take place with your manager on completion of the qualification]

- Which parts of the qualification did you find most useful in relation to your learning objectives from Part A?

- How will you apply your learning? What activities do you need to undertake to implement your action plan?

- In which areas will you require further support, coaching and guidance?

Part D – Course Evaluation [To be completed six weeks after the course and discussed in your final conversation with your Study Coach]

- How successful have you been in implementing your personal action plan? Give examples and explain

- Very successful
- Successful
- Partial Success
- Successful

- To what extent has the course improved your job performance in relation to achieving business expectations? Give examples and explain

- Great Improvement
- Improvement
- Partial Improvement
- No improvement

- What further support, coaching or training do you require?

NB: You may wish to keep a copy of this document in your personal records as well as any HR records especially if your company is involved in the Investors in People standard.