



# OUTSTANDING TEACHING, LEARNING AND ASSESSMENT TECHNICAL SKILLS NATIONAL PROGRAMME

**Personal Development Folder**  
**Created by: Weston College**  
**February 2018**

Managed by



In partnership with





PERSONAL DEVELOPMENT FOLDER			
NUMBER	FIRST NAME	LAST NAME	LDD
NCS ACTION PLAN	UNIQUE LEARNER NUMBER	BKSB INITIAL ASSESSMENT	DATE COMPLETED / LEVEL
		ENGLISH	
		MATHS	
		IT	

SECTION 1- INDUCTION	DATE COMPLETED	COMMENT / PROVIDER SIGNATURE
RESETTLEMENT SERVICES		
NCS SESSION		
VIRTUAL CAMPUS ACCOUNT SET-UP		
GYM INDUCTION		

SECTION 2- SKILLS FOR LIFE AND FUNCTIONAL SKILLS	START DATE	DATE COMPLETED	PASS ✓	CERTIFICATE ✓
ENGLISH ENTRY LEVEL 1/2/3				
ENGLISH LEVEL 1				
ENGLISH LEVEL 2				
MATHS ENTRY LEVEL 1/2/3				
MATHS LEVEL 1				
MATHS LEVEL 2				
ICT LEVEL 1				
ICT LEVEL 2				

SECTION 3 - VOCATIONAL AND EMPLOYABILITY SKILLS	START DATE	DATE COMPLETED	PASS ✓	CERTIFICATE ✓

SECTION 4 - SOCIAL AND LIFE SKILLS	START DATE	DATE COMPLETED	PASS ✓	CERTIFICATE ✓

**Commented [SH1]:** The overall aim of the PDF is to capture a 'start' point for each individual. This will allow planning to take place for teachers and instructors, to ensure development of each person. Lastly, to record this progress made for each individual as a record to move around with the individual between classes, workshops and establishments.

**Commented [SH2]:** Prison Number

**Commented [SH3]:** Learning Difficulties and/or Disabilities

**Commented [SH4]:** If a learner has already conducted an IA, the results will be available on.....If the date is longer than .....weeks, then another IA will need to be conducted. If not, the IA results will remain as is currently.

**Commented [SH5]:** The levels available are Entry Level 1 to Level 2.

**Commented [SH6]:** A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. This can be obtained by the education provider.

**Commented [SH7]:** Please comment if needed, otherwise a simple signature and date to confirm that this element has been completed by an individual.

**Commented [SH8]:** Where a level has been started or achieved, it should be assumed (in combination with the IA results above) that the levels below are not appropriate for this individual.

**Commented [SH9]:** Please add the Vocational/Employability courses that have been completed. For example, a Level 1 in Construction Skills.

**Commented [SH11]:** Please add the PSD courses that have been completed.

SECTION 5 – OTHER	START DATE	DATE COMPLETED	PASS ✓	CERTIFICATE ✓

**Commented [SH13]:** Any other courses that don't fit in the 2 sections above.

SECTION 1 – INDUCTION  
**PROVIDER TO COMPLETE AND ACTION**

REFERRAL	✓	SIGN.	COMMENT / INFORMATION
EDUCATION			
INDUSTRIES			
WORKSHOP			
ORDERLY ROLE			
INSPIRATION IN CUSTODY			

**Commented [SH14]:** It is essential that 100% of the population complete an induction. All elements need to be completed and comments should be made accordingly.

RECOMMENDATION	✓	SIGN.	COMMENT / INFORMATION
CV SUPPORT			
VC ACCESS			
DISCLOSURE ADVICE			
HOUSING ADVICE			
HEALTH SUPPORT			

**Commented [SH16]:** As a result of the above meetings, these actions/recommendations should be advised to each individual and completed within a realistic timeframe.

REVIEW	✓	SIGN.	COMMENT / INFORMATION

**Commented [SH18]:** The above should be reviewed to check progress to support each individual.

**RESETTLEMENT SERVICES**

BCST RESULTS	✓	SIGN.	COMMENT / INFORMATION
ACCOMMODATION			
ETE			
I. D.			
BANK ACCOUNT			
BENEFITS SUPPORT			
HEALTH SUPPORT			
DRUG / ALCOHOL SUPPORT			
DEBT ADVICE			
MAKING A CHANGE			

**Commented [SH19]:** Specific services to meet specific needs to enable support and to monitor the support that has been given or is lacking.

REVIEW	✓	SIGN.	COMMENT / INFORMATION

**Commented [SH21]:** The above should be reviewed to check progress to support each individual.

**PROVIDER TO COMPLETE AND ACTION**

**PLEASE TAKE THIS FOLDER TO ALL ACTIVITY, WORK AREAS AND EDUCATION**

## SECTION 2 – SKILLS FOR LIFE, FUNCTIONAL SKILLS AND ICT

PROVIDER AND LEARNER TO COMPLETE AND ACTION

SUBJECT	✓	SIGN.	COMMENT / INFORMATION

DISABILITIES	✓	SIGN.	COMMENT / INFORMATION

**Commented [SH23]:** Information from the Do It Profiler can be added into here as well as any non-confidential information from other services such as healthcare. The aim being, to support individuals with specific needs and to see what methods are effective for each individual.

LEARNING DIFFICULTIES	✓	SIGN.	COMMENT / INFORMATION

**Commented [SH25]:** As above, but more emphasis on the barriers to learning and how these can be reduced or removed.

SPECIAL REQUIREMENTS	✓	SIGN.	COMMENT / INFORMATION

**Commented [SH26]:** Any additional info that isn't highlighted above.

PROVIDER AND LEARNER TO COMPLETE AND ACTION

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## SECTION 3 – VOCATIONAL AND EMPLOYMENT

PROVIDER AND LEARNER TO COMPLETE AND ACTION

EDUCATIONAL SUBJECT	✓	SIGN.	COMMENT / INFORMATION

**Commented [SH27]:** Subjects/classes that the individual has studied, but specific to vocational.

**Commented [SH29]:** An opportunity for the teacher and the learner to comment on performance during their time on this course. Examples would be grades achieved, significant items of work produced and any key improvements that have been made or need still to be made.

EMPLOYMENT SECTOR	✓	SIGN.	COMMENT / INFORMATION

**Commented [SH30]:** As above but specific to employment.

**Commented [SH31]:** An opportunity for the teacher and the learner to comment on performance during their time on this course. Examples would be grades achieved, significant items of work produced and any key improvements that have been made or need still to be made.

REVIEW	✓	SIGN.	COMMENT / INFORMATION

**Commented [SH32]:** Any areas for improvement identified above can be reviewed as well as monitoring the key developments that have been made. Focus on the positives that remain as well as the areas for improvement to be made.

EMBEDDED LEARNING	✓	SIGN.	COMMENT / INFORMATION

**Commented [SH33]:** This could be a whole range of things, but specifics could be, enterprise skills through Be Your Own Boss, any higher level or specific maths and English elements that are specific to **your** course and possibly additional quals such as the CSCS card.

PROVIDER AND LEARNER TO COMPLETE AND ACTION

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## SECTION 4 – SOCIAL AND LIFE SKILLS

PROVIDER AND LEARNER TO COMPLETE AND ACTION

EDUCATIONAL SUBJECT	✓	SIGN.	COMMENT / INFORMATION

EMPLOYMENT SECTOR	✓	SIGN.	COMMENT / INFORMATION

HEALTH AND FITNESS	✓	SIGN.	COMMENT / INFORMATION

EMBEDDED LEARNING	✓	SIGN.	COMMENT / INFORMATION

PROVIDER AND LEARNER TO COMPLETE AND ACTION

**Commented [SH35]:** As above but focussing specifically on the Personal and Social Development (PSD) and behaviours.

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## SECTION 5 – OTHER

LEARNER TO COMPLETE

SUBJECT / ACTIVITY	DATE ATTENDED	CERT. RECEIVED	HOW DOES THIS LINK WITH REDUCING REOFFENDING

**Commented [SH36]:** Any other courses/activities that have been attended that are developmental for the individual can be linked to reducing reoffending.

OUTCOMES	✓	SIGN.	HOW DOES THIS LINK WITH REDUCING REOFFENDING
ACCOMMODATION			
EDUCATION, TRAINING & EMPLOYMENT			
I.D.			
BANK ACCOUNT			
BENEFITS SUPPORT			
HEALTH SUPPORT			
DRUG / ALCOHOL SUPPORT			
DEBT ADVICE / SUPPORT			
IT LIFE SKILLS			
VC IN THE COMMUNITY			
CURRICULUM VITAE			

**Commented [SH37]:** Individual to complete to ensure that needs are met prior to release or to identify what is required prior to release. This should link to the section above (Section 1 BCST). **Most importantly, the individual should be able to link these services and the distance that they have travelled and the impact that these things should have on reducing the likelihood of re-offending.**

LEARNER TO COMPLETE

**PLEASE TAKE THIS FOLDER TO ALL ACTIVITY, WORK AREAS AND EDUCATION**

SECTION 6 – NOTES PAGE

LEARNER TO COMPLETE

Subject to HMPPS Approval

***PLEASE TAKE THIS FOLDER TO ALL ACTIVITY, WORK AREAS AND EDUCATION***