

# Personal learning plan template



**Data Privacy Statement:** This form is used to collect information about you for the purpose of recording training progression, this is to be used by us at the Scouts. We do not share your personal data provided in this forms with any third parties. We take your personal data privacy seriously. The data you provide to us is securely stored in a membership database. For further detail please visit our Data Protection Policy [here](#). We will keep the data we capture from this form for only as long as necessary before it is transferred onto the membership database. For further detail on our retention periods please visit our Data Protection Policy [here](#).

Name: \_\_\_\_\_ Appointment: \_\_\_\_\_ Membership number: \_\_\_\_\_

Group: \_\_\_\_\_ District: \_\_\_\_\_ County/Region/Area: \_\_\_\_\_ Training adviser: \_\_\_\_\_

Initial plan agreed (date): \_\_\_\_\_ Plan reviewed (date): \_\_\_\_\_ Date provisional appointment ends: \_\_\_\_\_ Sheet: \_\_\_\_\_ of \_\_\_\_\_

Are you able to take part in training held at the weekends? Yes  No

Are you able to take part in training held in the evenings? Yes  No  If so, please state your availability: Mon  Tue  Wed  Thur  Fri

Module number	Learning required Y/N	Proposed learning method	Planned completion date	Actual completion date	Validation methods	Planned validation completion date	Validation completion date	Training Adviser signature

Personal learning plan agreed by – Learner: \_\_\_\_\_ Training Adviser: \_\_\_\_\_

A copy of the learning plan should be sent to the appropriate Training Manager after each review of the plan and any updates.

Personal learning plan - workbook

Name: \_\_\_\_\_ Appointment: \_\_\_\_\_ Membership number: \_\_\_\_\_ Sheet: \_\_\_\_\_ of \_\_\_\_\_

Module number	Learning required Y/N	Proposed learning method	Planned completion date	Actual completion date	Validation methods	Planned validation completion date	Validation completion date	Training Adviser signature

Personal learning plan agreed by – Learner: \_\_\_\_\_ Training Adviser: \_\_\_\_\_

Additional sheets should be copied and attached to the front sheet.