

Apprenticeship Individual Learning Plan

1. Apprentice Information

- **Name:** [Insert Apprentice Name]
- **Apprenticeship Title/Trade:** [Insert Trade/Occupation]
- **Apprenticeship Level:** [Insert Level, e.g., Level 1, Level 2]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Mentor/Supervisor:** [Insert Mentor or Supervisor Name]
- **Review Date:** [Insert Date]

2. Purpose and Objectives

- **Purpose of the ILP:** [Explain why this ILP is being developed, e.g., to support the apprentice's growth and progress in the trade.]
- **Learning Objectives:**
 - [Objective 1]
 - [Objective 2]
 - [Objective 3]

3. Skills Assessment and Training Needs

- **Current Skills:** [List the current skills the apprentice possesses.]
- **Training Needs:** [List the skills and knowledge the apprentice needs to acquire.]
- **Assessment Results:** [Summarize the results of any pre-assessment or baseline tests.]

4. Learning and Development Goals

- **Technical Skills Goals:**

- [Goal 1]
- [Goal 2]
- [Goal 3]

- **Soft Skills Goals:**

- [Goal 1]
- [Goal 2]
- [Goal 3]

5. Training Strategies and Resources

- **Learning Strategies:** [Describe the methods of training, such as on-the-job training, online courses, workshops, etc.]
- **Tools and Resources:** [List the tools, equipment, and resources required for training.]

6. Support and Supervision

- **Support Staff:** [List the mentors, supervisors, and trainers providing support.]
- **Frequency of Check-ins:** [How often will meetings be held to review progress?]

7. Progress Monitoring and Review

- **Methods of Review:** [Explain how progress will be tracked, such as by observation, tests, and assignments.]
- **Review Dates:** [Set specific review dates, such as monthly, quarterly, etc.]

8. Signatures

- **Apprentice's Signature:** _____ Date: _____
- **Mentor/Supervisor's Signature:** _____ Date: _____