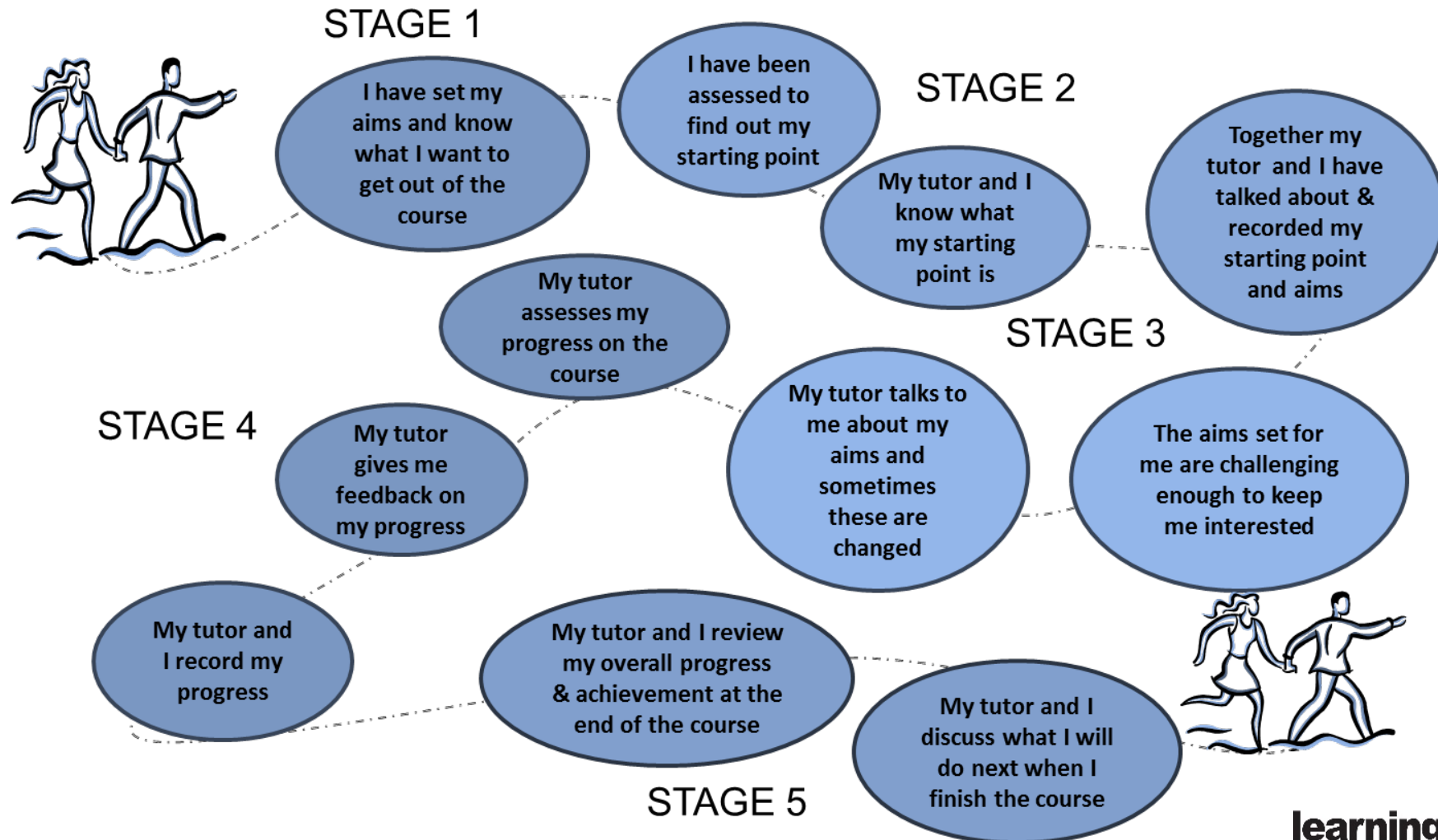# Recognising and Recording Progress and Achievement Roadmap

Use this roadmap to map your journey through your course and to self assess your progress every step of the way

**STAGE 1**

I have set my aims and know what I want to get out of the course

I have been assessed to find out my starting point

**STAGE 2**

My tutor and I know what my starting point is

Together my tutor and I have talked about & recorded my starting point and aims

My tutor assesses my progress on the course

**STAGE 3**

My tutor talks to me about my aims and sometimes these are changed

The aims set for me are challenging enough to keep me interested

**STAGE 4**

My tutor gives me feedback on my progress

My tutor and I record my progress

My tutor and I review my overall progress & achievement at the end of the course

My tutor and I discuss what I will do next when I finish the course

**STAGE 5**

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# Documentation requirements

- Robust Initial Assessment Process to include basic skills, soft skills and subject specific assessments

- Effective SMART targets that are reviewed and re-negotiated regularly with the learners

- Completed Individualised Learning Plans

- Development Feedback that identifies areas of improvement

- Reviews completed together by both tutors and learners

- Quality check of evidence presented – learner portfolios etc

- Progression & Transition is actively planned for and supported

- CELEBRATE SUCCESS through internal certification, award ceremonies etc

- Self Assessment by both tutors and learners to evidence impact

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