

Objective and Scope

To ensure that FLM Training Limited has a system in place to utilise the results of initial assessment and the outcomes of the eligibility process. To ensure a realistic, timely and achievable individualised My Learning Plan is negotiated and agreed with the Training Consultant, learner, and employer/mentor.

Responsibilities

Senior Administrator
Directors
Quality Manager
Training Consultant/Tutor

The Directors retain overall responsibility for ensuring this procedure is adhered to and followed correctly to meet individual contract requirements.

Related Documentation

Results of Initial Assessment/Diagnostic
Eligibility - Recognised Prior Learning information
My Learning Plan forms

Operational Procedure

1. Prior to and during the signup process all relevant information will be gathered that is needed to inform the My Learning Plan.
2. The eligibility process is the initial phase with the learner where all relevant information is gathered regarding the learner's previous education, training, qualifications and work experience, recognised prior learning (RPL) and any extra needs. This must be evidenced through CV's, discussion and recognised certificates. This information must be recorded on the eligibility form to allow the administration department to carry out authenticity checks on the Learner Record Service website.
3. During the eligibility process learners should be given the relevant information advice and guidance regarding the most appropriate mode of training available to them based on their prior qualifications, experience, current job role and if applicable aspired job role. Employers must agree to any training recommended.
4. Following immediate completion of this information gathering initial assessment and diagnostics should take place as the results from these must be used to inform the My Learning Plan.
5. During the signup process the My Learning Plan will reflect the findings of the initial assessment, diagnostics information gathering. This includes Recognised Prior Learning and any extra needs related to the programme components. The training consultant will ensure an appropriate and individualised length of stay on programme and timely success.

Responsibility: Dave Floyd
Next Review: April 2023

A handwritten signature in black ink, appearing to be 'Dave Floyd', written over a horizontal line.

Review Date: April 2022

6. Part of the signup and My Learning Plan completion process is to carry out a skills scan analysis which relates to the specific skills required for completion of the standard/qualification in relation to the relevant job role. Here the learner is able to highlight which knowledge, skills and behaviours they already display and on which they will need further training.
7. Based on all this information targeted, completion dates for each of the Standard/qualification components and in turn for the whole programme will be agreed through the completion of the My Learning Plan.
8. The agreed My Learning Plan is to be signed by the Training Consultant/Tutor, the learner and the employer.
9. The completed My Learning Plan, together with all other start documentation is to be returned to head office by the Training Consultant/Tutor within one week of completion.
10. On receipt of the documentation, Administration will process the start details and the appropriate filing/scanning of all documentation. They will also amend any costings in accordance with the length of stay as proposed by the training consultant.
11. Any relevant changes to the My Learning Plan must be agreed by the Training Consultant/Tutor with the learner and employer where applicable.
12. On agreement of changes to a learner's details, the Training Consultant/Tutor will notify Administration via email who will update My Learning Plan.
13. In line with FLM Training Limited's commitment to equality of opportunity appropriate arrangements will be put in place in order to cater for the individual needs of learners.
14. My Learning Plan should be continually updated to show learners progress and to state the progressive impact during the learner journey, this will include reviews and the individualisation of the incorporated curriculum plans.

Contractual Procedure

1. The Senior Administrator will inform the Directors of the My Learning Plan requirements for specific programmes.
2. The Senior Administrator retains overall responsibility for ensuring that every learner has a copy of the My Learning Plan.
3. Contracts Administration will enter all personal details, programme details and completion dates onto the MIS (management information system).
4. Contracts Administration will be notified of changes to the My Learning Plan and will update the MIS as required.

Fitasylum

1. When the learner has completed the course booking form, eligibility process and the initial assessment the admin team will send the learner a welcome pack which contains all relevant information to begin the course including an enrolment form, timeline, link to the induction webinar and a PARQ.
2. The assigned Training Consultant will contact the learner to arrange for the sign up/orientation and ILP to be completed.
3. The sign-up/orientation meeting will consider any previously attained information as well as any further necessary information. The ILP includes an individualised assessment plan which should be updated on an ongoing basis to chart the learners progress and necessary actions. It should also show ongoing IAG.
4. The ILP should state the individualised length of the programme based on RPL and any extra needs.
5. Before the ILP has been completed, the admin team will send the learner a link for all e learning resources.
6. After the sign up/orientation the learner will be sent and must complete the induction quiz by the end of their first week.

Quality Improvement

1. The Administration Manager will carry out random audit checks to confirm the ILP has been completed correctly and in full.
2.
 - It is the responsibility of the Quality Manager to review this procedure on an annual basis. The aim of the review process is to establish if written procedure is currently fit for purpose and were necessary to amend accordingly to meet the needs of the business.
 - It is the responsibility of the Quality Manager to test the procedure on two levels. Firstly, is it being adhered to by the relevant staff and if it is being adhered to does it meet the required level of effectiveness to ensure the service FLM Training provides is optimised.
 - If the procedure is not being adhered to, through observation it is the Quality Managers responsibility to review the procedure with the relevant staff making sure they fully understand the process.
 - If it is found, through analysis of the related documentation and observation that the procedure could be improved it is the responsibility of the Quality Manager to instigate and action plan for improvement and then to monitor these changes to establish their effectiveness.