

APPENDIX 1: 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 M T W T F

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

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.

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.