****

**South East LEP Community Grants Programme**

**Participant development plan and progress form**

You need to keep a record of:

* when and for what purpose participants are accessing the project and
* how the activities participants are engaged in are helping to address their development needs.

You also need to retain things like attendance sheets, course notes, submitted work and other relevant information to show that the participant is progressing through the project and that this is in line with their personal action and development plan.

**Complete further copies of this form as appropriate.**

Part 1: Summary

Organisation:

Participant name:

Unique Learner Number (ULN):

National Insurance number:

Learning Aim reference:

Start date with project:

(Date of their first activity on the project)

Date progress form was first completed

Part 2: Your development plan

The development plan should record what the participant would like to achieve during their activities in this project, and what actions they are planning to take. For example, improving their IT or English skills, updating their CV, or undertaking a work placement. Then update this over time with the progress they have made towards reaching their objectives. *Please use additional sheets if required.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective or Action** | **Any updates?** | **Review date** | **Completed** | **Participant signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective or Action** | **Any updates?** | **Review date** | **Completed** | **Participant signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Part 3: Participants progress and attendance – completed at each session

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity undertaken** | **Date** | **Time spent on activity** | **Participant signature** | **Project officer signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity undertaken** | **Date** | **Time spent on activity** | **Participant signature** | **Project officer signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |