

Using the Planner - a Delivery Guide

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Using The Planner In Your Centre

Most learners should be able to use The Planner independently, but some may require some help. This guide suggests ways to support these learners when in your centre.

Explaining the aim

The Planner is a tool to help learners get a list of suggested courses that best fits their needs. The more honest they are, the more accurate the suggestions will be. Use your skills and experience in supporting each unique learner. You are likely to be the best person to judge how to best encourage and motivate them.

Boosting confidence

You have a list of all the statements contained in The Planner. This list can be a good way to prepare a learner for what they might see. You could discuss the statements, either individually or as a group. This can help learners feel more confident with the language and concepts before completing the digital version.

Providing support

The Planner can be used by a learner independently or with you as a way to prompt conversation. You can use each stage as a way to find out more about the learner's skills and interests.

Avoiding stressors

Don't use the words 'assessment' or 'test', this can be intimidating. Try to avoid using jargon to explain the stages of The Planner.

Timing of Use

The Planner does not have to be the first thing you do with a learner. Completing the tool too early could be intimidating for some learners. The tool might be used after a few sessions so that you can get to know your learner and they can gain some foundation skills.

Using The Planner Away From Your Centre

The Planner can be used independently by a learner at home or another place away from your centre. When supporting learners to complete The Planner remotely, you may want to consider the following additional points:

Communication

Consider how you will introduce The Planner. The learners will need to understand that they will be answering questions to produce a personalised list of suggested courses.

You may want to consider sharing 'The Planner User Guide - Learners' document.

Consider if it is possible to communicate the information via telephone, text, email or post. You may encourage them to utilise social media they already use such as your centre's Facebook page.

Planner Access

The learners will need a Learn My Way account with a centre number in order to use The Planner.

You should make your learner aware that The Planner will open in a separate window.

Learner Management

Consider using the Learner Management section of Learn My Way to track a learner's progress. If you do not have a Learner Management view, your centre manager may be able to provide you with this information.

Keeping In Touch and Feedback

The learners suggested courses list provides a good discussion point to help you keep in contact with your learners. You may wish to share the blended learning resources that accompany the units they are undertaking.