

For a learner to achieve the Connexions Plan-it Certificate, moderators will expect to see the following:

### Where are you now?

No.	Task	Plan-it Evidence	Standard Required
1	Complete the Qualities and Skills Quizzes.	Summary: Qualities and Skills	The Qualities and Skills Banks are completed.
2	Add <b>at least two of your own</b> examples to your Qualities and Skills Banks.		At least two of the learner's own examples are added to the correct skills and qualities groups.
3	Decide <b>two</b> qualities and skills you most want to improve		The learner has chosen the two qualities and skills they most want to improve.

### Where do you want to get to?

4	Complete the ambitions quiz to map the things you want to achieve and <b>add at least one</b> of your own ambitions.	Summary: Ambitions	Ambitions quiz completed and at least one of learner's own ambitions added.
5	Find <b>two careers</b> you are interested in and add to Your Careers Home Page.	Summary: Careers	At least two careers are added to the learner's Careers Home Page.
6	Make Quick Notes <b>about two</b> of your chosen careers – adding salary and skills needed, as a minimum.		For two careers, the learner extracts accurate information from the career detail provided by Plan-it to show the salary and the skills needed for the chosen career.
7	Do the 'Using Your Qualities and Skills Banks' activity for <b>at least two</b> of your chosen careers.		For two careers, the learner identifies the two most appropriate qualities and skills groups for the chosen career. There is no absolute, correct response. However, moderators will expect to see <i>appropriate</i> qualities and skills groups have been chosen.

### How are you going to get there?

8	Set <b>at least three</b> targets. Targets should say clearly what you will improve and by when.	Completed Action Plan	At least three clearly set targets are available to view on the learner's Action Plan Home Page at the time of moderation.
9	For <b>at least two</b> targets: Set <b>at least two</b> action points that clearly show what you will do to meet your targets		For at least two targets, at least two action points have been set. The action points should be small steps that, if achieved, will help the learners work towards the set target.
10	Keep your Action Plan up-to-date by ticking off action points and targets you have achieved.		Evidence on the Action Plan to show the learner has returned to their action plan on at least one occasion and marked action points and targets as achieved/completed.
11	Discuss and review your Plan-it work with a key, supporting adult at your school/organisation (e.g. teacher, tutor, mentor, personal adviser, etc.)	Comments	<p>A record of a discussion between a teacher/adult and a learner.</p> <p>This could either be evidenced through:</p> <ul style="list-style-type: none"> <li>A comment sent by a Supervisor to a learner through the Supervisor Area. Comments should give the learner constructive feedback and help them improve their academic performance, make better or more informed decisions or make a plan.</li> <li>Using the 'Record of Discussion Form' (see over or go to <a href="http://www.s-cool.co.uk/planithandbook">www.s-cool.co.uk/planithandbook</a> for a copy)</li> </ul>