

This Record of Discussion Evidence Sheet can be used to evidence Task 11 of the Plan-it Certificate:

Task 11: Discuss and review your Plan-it work with a key, supporting adult at your school/organisation

This evidence sheet should be completed by a teacher, tutor, mentor, personal adviser, etc.

A copy of the Record of Discussion must be made available for Moderation.

Name of Learner:	Name of Supportive Adult
TG:	Role:
Date of Discussion	
<p>To be completed by the interviewer:</p> <p>Section 1: Where are you now?</p> <p>Section 2: Where do you want to get to?</p> <p>What have you learnt about the learner through the Plan-it Summary E.g. Main qualities, skills, ambitions, career aspirations, next subject choices</p>	
<p>Section 3: How are you going to get there?</p> <p>How have you been able to advise/support the learner in using their summary to help them get on, making/managing/reviewing their Action Plan or creating a CV? E.g.; Comments you made, advice you gave on mis-matches, help you gave the learner to make targets more specific/achievable/relevant, possible inclusions/omissions for CV, etc.</p>	
Other comments:	
Signed:	Date: