

Individual learning plans

Are you tired of sending documents and e-mails with learning plans back and forth? Follow-up on individual learners can be a time-consuming task if the proper tools aren't used. Most teachers see the advantage of following their learners' progress via the learning management system they use on a daily basis. Within the learning management system, they can combine plans, results, and assessments when creating the individual learning plan (ILP).

Most teachers are expected to hold a conversation at least twice a year with the learners and their parents about the learner's attainment and planned activities related to learning objectives. It's learning's ILP forms a basis for the communication between the learner and teacher. Together, on the basis of this conversation, the learner, parents, and teachers can sketch out a plan describing how this learner should reach the goals. The ILP is designed for both subject competence and social competencies such as behaviour and attitudes.

Linking past, present and future

Past: Evidence of learning in the assessment portfolio and former ILPs

Present: Status here and now: the present status of the learner in specific subjects or competences.

Future: What are the goals and tasks lying ahead?

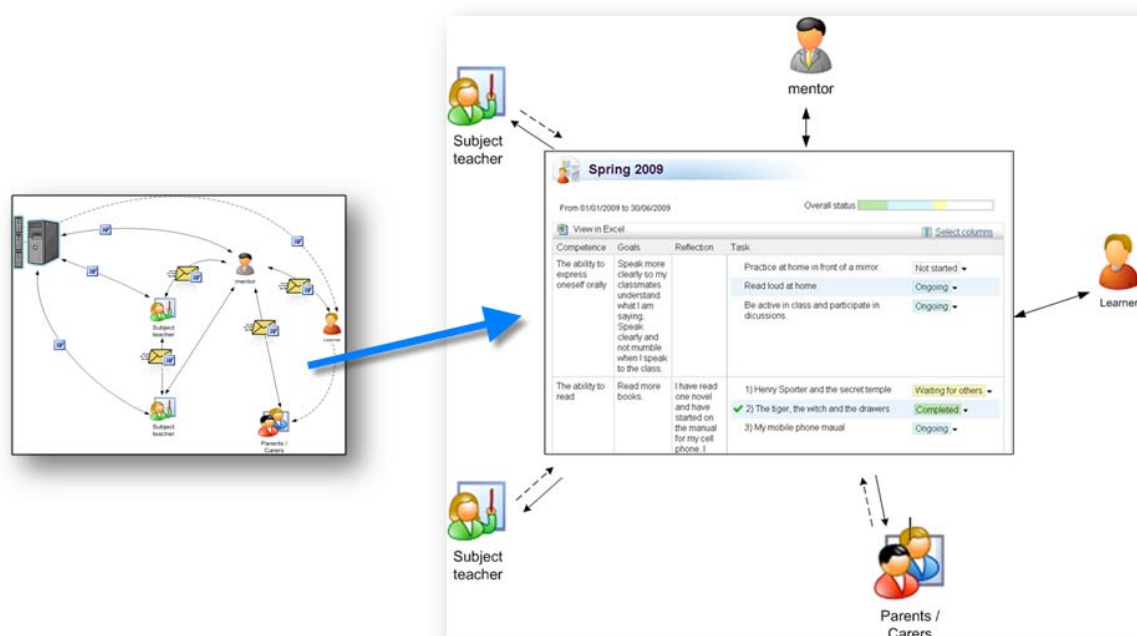


Figure 1: it's learning's ILP collects the different processes, files, documents, plans and storing locations into one tool.

The ILP focuses on the past, present and future: The past work is evaluated, a current status is decided and a learning plan for the future is created.

In it's learning it is easy to maintain and create several individual plans for all the learners the teachers are responsible for.

Competence	Goals	Reflection	Task	Mentor note
The ability to express oneself orally	Speak more clearly so my classmates understand what I am saying.		Practice at home in front of a mirror. Not started	
	Speak clearly and not mumble when I speak to the class.		Read loud at home. Ongoing	
The ability to read	Read more books.	I have read one novel and have started on the manual for my cell phone. I believe it is useful to learn the new words in the manual.	Be active in class and participate in discussions. Ongoing	
			+ Task	
			1) Henry Sporer and the secret temple Not started	
			2) The tiger, the witch and the drawers Completed	
			3) My mobile phone manual Ongoing	
			+ Task	

Figure 2: Teacher view of the individual learning plan.

What is an individual learning plan?

The ILP is not only a tool for teachers and mentors. It is also useful for learners, their parents/guardians and even school owners and administration. The ILP increases the learners' knowledge and perception about own learning, and increases their possibility to influence and take responsibility for own studies. The ILP describes measures that are introduced to reach goals. Creates continuity when, for example, learners change school, teachers or class.

The ILP is a plan on a superior level – it focuses on the individual learner, not a class, course or group. The purpose of the ILP is to specify specific goals and learning objectives for a learner for a specific period. The ILP is visible for the teachers, learners, parents/guardians and the school administration.

Example: *Read with increasing accuracy and fluency* is an example of a common ILP goal. This goal is not only attained in language courses, but also in courses such as history, geography, social science and so on.

Who will the ILP benefit?

From a **school owner's** perspective the ILP makes sure the school meets the requirements from the regulations as ILPs are now required by law in many countries.

For the **teachers** the ILP makes it easier to plan and teach. The **mentors** or form teachers will see that performing individual planning and follow-up becomes easier.

Learners get a better overview of their own goals, learning and progress. The ILP allows learners to keep track of goals, expectations and gain knowledge of own learning. It can include goals for subjects and/or special competences, such as social competence, attitude, and general ICT skills.

Benefits all

The ILP is useful for **school owners, teachers, mentors, form teachers, learners and parents/guardians.**

The ILP provide **parents** with an overview of their children's learning and progress. This can in turn increase the parents' engagement in their children's education.

Who does what?

The different roles in it's learning have different tasks and opportunities when working with the ILP.

Administrators

The administrators are responsible for:

- enabling the ILP on a site
- adding and removing mentors
- connecting and disconnecting learners to a mentor



3: The administrator manages the mentors.

Teachers and mentors

While the administrators are responsible for managing the mentors and learners, the mentor's main role is to create and maintain individual learning plans for the learners. The ILP helps the form teachers in their efforts to help learners attaining their goals. It also serves as a basis for structuring the home-school communication with readily available documentation from the ILP.

Learners

The ILP helps the learners to clearly see what the objectives expect from them. They can also keep track of what they actually have achieved as ILPs for previous periods are available.

Learners can easily access links to learning resources within it's learning while working to attain their goals. The learners are allowed to self-assess the goals and task by commenting and setting statuses. Progress and achievements for previous periods are available.

Feature overview

Feature	Description
Learning objectives	The goals in the plan can be connected to the learning objectives in the courses.
Reusing plans	Instead of starting from scratch each time, the teacher can save a lot of time by duplicating an existing plan and use it as a template for a new.
Revising	In the communication between teacher, learner and parents a new plan for the next period is set. The existing plan should be the basis for the next plan. Tasks that are not completed in plan 1 can be moved to plan 2.
Lock former plans	When starting a new plan for a new period, the former plan is locked for learner and parents. It is not possible for the learner to continue the tasks, but the teacher can transfer not completed tasks to the next plan.
Log	The learner and teacher may discuss the goals and activities in the plan during the period. The outcome can be saved in the plan log, and both mentors and learners can comments on the goals, progress and achievements.
Notification of changes	Both teachers and learners are notified of any changes in the plan, such as work completed by the learner and postings in the plan log.
Teacher comments/notes	Teachers are allowed to write comments and notes in the plan for use in the meeting. The teacher can select whether this comment should be visible for the learner and parent.
Report: Group overview	The teacher can quickly see each learner's progress (each task has a status: <i>Started, Incomplete, Not started</i>)
Report: Individual learner overview	Teachers have an overview of all of the learners' plans. The teacher can monitor progress across the plans. The learner and parents have access to the same report/overview.
Report: Individual learner detail	The teacher can see each plan for a specific learner. The learner and parents have access to the same report/overview.
Print plan	The teacher can make a printed copy of a plan. It is possible to include signatures for teacher, parent and learners.
Link to plan	The ILP is easily accessible for the learner. For subject teachers the ILP is accessible from the course participant list.
Reflection	The learners are allowed to set status and comment on the goals.