

Individual Learning Plan

In the event that a student does not attain the LLND skill levels required to enrol with RTO without support, this report is to be completed. In the spaces provided below include detailed information about the identified skill area(s) that will need support, detailed information on agreed upon follow up actions, and any further comments and/or recommendations.

The LLND Support Plan will need to include dates that the Trainer/Assessor will be required to follow up with the student in relation to their LLND Support Plan and their course progress. The Trainer/Assessor is required to include a detailed description of notes and/or actions resulting from each meeting.

Support Plan	
Student Name	
Course	
Date	
Trainer	
LLN Activity Completed	Yes No
Skill area needing support	☐ Learning ☐ Reading ☐ Writing ☐ Oral Communication ☐ Numeracy
Suggested Actions:	Considering the information from LLND Activity and the Pre- Training Review, the support that is intended to give to this student is as follows: ☐ Additional training time ☐ One-on-one training ☐ Providing materials in alternative formats ☐ Provisions of interpreters, readers, etc. ☐ Audio texts to replace written texts

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	☐ Reasonable adjustment Details about the specific support to be given:
RTO Manager Comments/ Recommendations	

Sign off on the planned LLND support for the student:

Trainer name:	
Trainer Signature:	
RTO Manager Name:	
RTO Manager Signature:	
Date:	

Monitoring of LLN Support Plan				
Scheduled review date	Actual review date	Notes/ action from review	Trainer signature	RTO Manager Signature

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