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**Personal Learning and Thinking Skills**

**Recording Documents**

**Recording Documents for PLTS Outcomes**

There must be a clear audit trail that all the PLTS Outcomes have been met. Although centres may devise their own cross-referencing documents, Gateway Qualifications has provided the following documents which can be used to record the achievement of all the PLTS Outcomes.

For each of the PLTS outcomes, learners should identify where these have been evidenced. Assessors should comment on the achievement of the outcomes and employers should be encouraged to comment on how effectively these have been demonstrated in the workplace.

REMEMBER that evidence for the PLTS outcomes can be drawn from any part of the apprenticeship framework.

**Independent Enquirers**

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| **Outcome** | **How was the outcome evidenced?** | **Where is the evidence?** | **Date Completed** |
| IE1 I have identified questions to answer and problems to resolve |  |  |  |
| IE2 I have planned and carried out research, appreciating the consequences of decisions |  |  |  |
| IE3 I have explored issues, events or problems from different perspectives |  |  |  |
| IE4 I have analysed and evaluated information, judging its relevance and value |  |  |  |
| IE5 I have considered the influence of circumstances, beliefs and feelings on decisions and events |  |  |  |
| IE6 I have supported conclusions, using reasoned arguments and evidence |  |  |  |
| Assessor Comments: | | | |
| Employer Comments: | | | |

Please sign when all outcomes have been achieved

Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Creative Thinkers**

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| **Outcome** | **How was the outcome evidenced?** | **Where is the evidence?** | **Date Completed** |
| CT1 I have generated ideas and explored possibilities |  |  |  |
| CT2 I have asked questions to extend my thinking |  |  |  |
| CT3 I have connected my own and others’ ideas and experiences in inventive ways |  |  |  |
| CT4 I have questioned my own and others’ assumptions |  |  |  |
| CT5 I have tried out alternatives or new solutions and followed ideas through |  |  |  |
| CT6 I have adapted my ideas as circumstances change. |  |  |  |
| Assessor Comments: | | | |
| Employer Comments: | | | |

Please sign when all outcomes have been achieved

Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reflective Learners**

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| **Outcome** | **How was the outcome evidenced?** | **Where is the evidence?** | **Date Completed** |
| RL1 I have assessed myself and others, identifying opportunities and achievements |  |  |  |
| RL2 I have set goals with success criteria for my development and work |  |  |  |
| RL3 I have reviewed progress, acting on the outcomes |  |  |  |
| RL4 I have invited feedback and dealt positively with praise, setbacks and criticism |  |  |  |
| RL5 I have evaluated experiences and learning to inform future progress |  |  |  |
| RL6 I have communicated my learning in relevant ways for different audiences. |  |  |  |
| Assessor Comments: | | | |
| Employer Comments: | | | |

Please sign when all outcomes have been achieved

Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Workers**

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| **Outcome** | **How was the outcome evidenced?** | **Where is the evidence?** | **Date Completed** |
| TW1 I have collaborated with others to work towards common goals |  |  |  |
| TW2 I have reached agreements, managing discussions to achieve results |  |  |  |
| TW3 I have adapted my behaviour to suit different roles and situations, including leadership roles |  |  |  |
| TW4 I have shown fairness and consideration to others |  |  |  |
| TW5 I have taken responsibility, showing confidence in myself and my contribution |  |  |  |
| TW6 I have provided constructive support and feedback to others |  |  |  |
| Assessor Comments: | | | |
| Employer Comments: | | | |

Please sign when all outcomes have been achieved

Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Self-Managers**

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| **Outcome** | **How was the outcome evidenced?** | **Where is the evidence?** | **Date Completed** |
| SM1 I have sought out challenges or new responsibilities and show flexibility when priorities change |  |  |  |
| SM2 I have worked towards goals, showing initiative, commitment and perseverance |  |  |  |
| SM3 I have organised my time and resources, prioritising actions |  |  |  |
| SM4 I have anticipated, taken and managed risks |  |  |  |
| SM5 I have dealt with competing pressures, including personal and work-related demands |  |  |  |
| SM6 I have responded positively to change, seeking advice and support when needed |  |  |  |
| SM7 I have managed my emotions, and built and maintained relationships |  |  |  |
| Assessor Comments: | | | |
| Employer Comments: | | | |

Please sign when all outcomes have been achieved

Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Effective Participators**

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| **Outcome** | **How was the outcome evidenced?** | **Where is the evidence?** | **Date Completed** |
| EP1 I have discussed issues of concern, seeking resolution where needed |  |  |  |
| EP2 I have presented a persuasive case for action |  |  |  |
| EP3 I have proposed practical ways forward, breaking these down into manageable steps |  |  |  |
| EP4 I have identified improvements that would benefit others as well as myself |  |  |  |
| EP5 I have tried to influence others, negotiating and balancing diverse views to reach workable solutions |  |  |  |
| EP6 I have acted as an advocate for views and beliefs that may differ from my own. |  |  |  |
| Assessor Comments: | | | |
| Employer Comments: | | | |

Please sign when all outcomes have been achieved

Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Learning and Thinking Skills (PLTS) achievement declaration form**

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| --- | --- |
| **Apprenticeship** | **Tick ✓** |
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| --- | --- |
| Apprentice’s Full Name |  |
| Employer Name |  |
| Provider Name |  |

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| --- | --- |
| **PLTS** | **Date Achieved** |
| Independent Enquirer |  |
| Creative Thinker |  |
| Reflective Learner |  |
| Team Worker |  |
| Self-Manager |  |
| Effective Participator |  |

**I confirm that all of the PLTS have been achieved as part of the above apprenticeship programme**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Apprentice** |  |  |  |
| **Provider** |  |  |  |