

Personal Learning and Thinking Skills (PLTS)

Record of Achievement for Fencing Level 3

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Record of Achievement for Personal Learning and Thinking Skills

Learner Name: _____

December 2012

Introduction

All apprenticeship frameworks must specify the outcomes which an apprentice is to achieve in the six Personal Learning and Thinking Skills (PLTS) listed below and how they are evidenced. Achievement of PLTS must be based on evidence that is subject to quality assurance. This Record of Achievement is based on quality assured evidence within the **Level 3 Diploma in Work-based Fencing**. The six PLTS and their outcomes include:

- **Independent enquiry**
- **Creative thinking**
- **Reflective learning**
- **Team working**
- **Self management**
- **Effective participation**

PLTS must be formally assessed. However; Lantra considers that assessment of units within the Work-based Diplomas provides relevant evidence for the achievement of PLTS. To this end, examples of where this evidence occurs and can be assessed, is provided within this document. Where there is an opportunity for a PLTS to be assessed, this appears as a blank (white) box. Assessors will need to list examples of evidence of how the PLTS have been achieved. Alternatively, assessors may devise their own sources of evidence and this needs to be specified, along with the unit within the Diploma where this alternative evidence occurred. Assessors will need to also sign and date at the end of each section.

Lantra does not require PLTS to be accredited. Although PLTS are referenced and mapped to QCF units within the Work-based Diplomas, assessors should be flexible in their interpretation to avoid discrimination against those with a learning difficulty. For example; care should be taken to ensure that interpretation of references to 'speaking and listening' are inclusive, as far as possible, of those with speech and hearing difficulties.

PLTS should be assessed alongside the learner's assessment for the Work-based Diplomas and once achieved should be recorded on the following record sheets.

The sign off sheet at the end of the document should be completed by the learner and the assessor. The PLTS sign off sheet should be subject to the normal Internal Verifier sampling arrangements and so there is an opportunity for them to sign if appropriate. The sign off sheet should then be kept in the learner's portfolio.

Unit/PLTS Reference Table

The units listed below form the Level 3 Work-based Diploma. In column 3 there is a PLTS reference number relating to each unit number. These unit numbers are listed in the "Suggested sources of evidence" column within the PLTS tables, to help you identify the unit/s, the evidence can be drawn from.

Unit title	Unit Reference Number	PLTS Reference Number
Manage the establishment of lines and levels	F/504/2476	Unit 13
Monitor and maintain the installation of fences	J/504/2477	Unit 14
Monitor the quality of fence installation	R/504/2479	Unit 15
Organise the fencing site	J/504/2480	Unit 16
Control the deployment of materials and components	L/504/2481	Unit 17
Control resources in support of fence installation	R/504/2482	Unit 18
Inspect fencing to identify defects and repair options	M/504/2473	Unit 19
Promote, monitor and maintain health, safety and security of the workplace.	D/502/1523	Unit 20
Maintain and enhance productive working relationships	M/501/7055	Unit 21

Record of Achievement for PLTS – Independent Enquirers

PLTS Criteria	Suggested source of evidence within Workbased Diploma	Assessor devised alternative source of evidence	Unit within Diploma where alternative evidence occurred	Method of assessment	Date achieved
IE 1 To identify questions to answer and problems to resolve	Does the fence meet specifications (Unit 19).				
IE 2 Plan and carry out research, appreciating the consequence of decisions	Obtain fence specifications and identify changes needed. (Units 13/14/15/19).				
IE 3 Explore issues, event or problems from different perspectives	Assess conditions which affect the installation progress and minimise delays (Units 12/14/15/19).				
IE 4 Analyse and evaluate information, judging its relevance and value	Implement quality inspections (Units 14/15).				
IE 5 Consider the influence of circumstances, beliefs and feelings on decisions and events	Identify potential and/or actual conflicts and take prompt action (Unit 21).				
IE 6 Support conclusions, using reasoned arguments and evidence	Ensure communications are informative and conducted to promote goodwill (Unit 21),				

I confirm that this candidate has achieved the PLTS for Independent Enquirers.

Assessor name _____ Assessor signature _____ Date _____

Record of Achievement for PLTS – Creative thinkers

PLTS Criteria	Suggested source of evidence within Workbased Diploma	Assessor devised alternative source of evidence	Unit Diploma within where alternative evidence occurred	Method of assessment	Date achieved
CT 1 Generate ideas and explore possibilities	Adapt safe systems of work which meet organisational and legal requirements (Unit 20).				
CT 2 Ask questions to extend their thinking	Ensure that appropriate opportunities are available to discuss personal and work related problems (Unit 21).				
CT 3 Connect their own and others' ideas and experiences in innovative ways	Obtain fence specifications and ensure work is carried out in accordance and confirm with the team (Units 13/14/15).				
CT 4 Question their own and others' assumptions	Inform the workforce of expected standards of work and behaviour (Unit 21).				
CT 5 Try out alternatives or new solutions and follow ideas through	Suggest repair options for restoration of the integrity of fences and its fitness for purpose (Unit 19).				
CT 6 Adapt ideas as circumstances change	Ensure conditions that affect the installation process are dealt with to minimise the potential impact and delays (Units 14/15).				

I confirm that this candidate has achieved the PLTS for Creative thinking.

Assessor name _____ Assessor signature _____ Date _____

Record of Achievement for PLTS – Reflective learners

PLTS Criteria	Suggested source of evidence within the Apprenticeship programme	Assessor devised alternative source of evidence	Unit Diploma within where alternative evidence occurred	Method of assessment	Date achieved
RL 1 Assess themselves and others, identifying opportunities and achievements.	The learner is given the opportunity to assess their progress towards the achievement of the apprenticeship. They should be encouraged to identify opportunities to develop their skills and knowledge in fencing and discuss with their supervisor/assessor when they feel they have made progress in this area. They may also be invited to assess how their peers are progressing towards certain tasks.				
RL 2 Set goals with success criteria for their development and work	This will be covered by the development of the individual learning plan.				
RL 3 Review progress, acting on outcomes	This will be covered by the quarterly reviews.				
RL 4 Invite feedback and deal positively with praise, setbacks and criticism	During a progress review, a learner should be encouraged to invite feedback on their performance and achievement towards goals set. Part of the process will inevitably include receiving praise, discussing setbacks and dealing with criticism.				
RL 5 Evaluate experiences and learning to inform future progress	As part of the review process, the learner must evaluate the learning experience and discuss with their supervisor/assessor. This will enable them both to plan future goals.				
RL 6 Communicate their learning in relevant ways for different audiences	The learner will need to communicate progress (or lack of) to their employer/supervisor and assessor.				

I confirm that this candidate has achieved the PLTS for Reflective learners.

Assessor name _____ Assessor signature _____ Date _____

Record of Achievement for PLTS – Team workers

PLTS Criteria	Suggested source of evidence within Workbased Diploma	Assessor devised alternative source of evidence	Unit Diploma within where alternative evidence occurred	Method of assessment	Date achieved
TW 1 Collaborate with others to work towards common goals	Establish and maintain constructive working relationships with clients, colleagues and managers (Unit 21).				
TW 2 Reach agreements, managing discussion to achieve results	Ensure information is communicated effectively and discuss work issues to find a solution (Unit 21).				
TW 3 Adapt behaviour to suit different roles and situations, including leadership roles	Communicate effectively with managers, clients, sub-contractors and employees (Unit 21).				
TW 4 Show fairness and consideration to others	Deal fairly with issues and problems with staff and maintain confidentiality (Unit 21).				
TW 5 Take responsibility, showing confidence in themselves and their contribution	Confirm fence installation specifications with colleagues (Units 15/21).				
TW 6 Provide constructive support and feedback	Deal with difficulties and give constructive feedback to employees (Unit 21).				

I confirm that this candidate has achieved the PLTS for Team workers.

Assessor name _____ Assessor signature _____ Date _____

Record of Achievement for PLTS – Self managers

PLTS Criteria	Suggested source of evidence within Workbased Diploma	Assessor devised alternative source of evidence	Unit Diploma within where alternative evidence occurred	Method of assessment	Date achieved
SM 1 Seek out challenges or new responsibilities and show flexibility when priorities change	Ensure the layout is clearly identified and communicate with the relevant personnel (Unit 16).				
SM 2 Work towards goals, showing initiative, commitment and perseverance.	Ensure work is carried out in a way to promote health & safety and meet legislation (Unit 16).				
SM 3 Organise time and resources, prioritising actions	Organise resources to meet deadlines (Units 14/15).				
SM 4 Anticipate, take and manage risks	Carry out risk assessment and evaluate the risk and implement control measures (Unit 20).				
SM 5 Deal with competing pressures, including personal and work-related demands	Give opportunity to discuss work and personal problems with employees (Unit 21).				
SM 6 Respond positively to change, seeking advice and support when needed	Ensure that conditions which affect the installation process are dealt with to minimise the potential impact and delays (Units 14/15).				
SM 7 Manage their emotions, and build and maintain relationships	Establish and maintain constructive working relationships (Unit 21).				

I confirm that this candidate has achieved the PLTS for Self Managers.

Assessor name _____ Assessor signature _____ Date _____

Record of Achievement for PLTS – Effective participators

PLTS Criteria	Suggested source of evidence within Workbased Diploma	Assessor devised alternative source of evidence	Unit Diploma within where alternative evidence occurred	Method of assessment	Date achieved
EP 1 Discuss areas of concern, seeking resolution where needed	Develop constructive working relationships and deal with installation issues (Units 14/15/21).				
EP 2 Present a persuasive case for action	Communicate health & safety precautions effectively and adopt a safe system of work (Unit 20).				
EP 3 Propose practical ways forward, breaking these down into manageable steps	Confirm fence installation requirements with colleagues ensuring work meets health & safety and environmental requirements (Units 14/15).				
EP 4 Identify improvements that would benefit others as well as themselves.	Ensure that proposals are appropriately presented to people (Unit 21).				
EP 5 Try to influence others, negotiating and balancing diverse views to reach workable solutions.	Confirm specifications with colleagues in an appropriate way (Units 14/15/21).				
EP 6 Act as an advocate for views and beliefs that may differ from their own.	Communicate health & safety precautions which have been applied in the workplace (Unit 20).				

I confirm that this candidate has achieved the PLTS for Effective Participators.

Assessor name _____ Assessor signature _____ Date _____

Record of Achievement for Personal Learning and Thinking Skills

Learner Name: _____

Sign off sheet

I confirm that the learner has completed PLTS for the Level 3 Diploma in Work-based Fencing as part of an Apprenticeship Framework (please complete in BLOCK CAPITALS).

Learner Name: **Signature:**

Date:.....

Assessor Name: **Signature:**

Date:

Internal Verifier Name: **Signature:**

Date:

Please keep this sheet in the learner's portfolio.

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