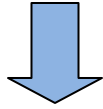


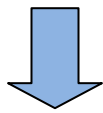
## Additional Learning Needs (ALN)

### Process 2010

Summarise the Interview Form – Target Skills Initial Assessment Results



Complete the Initial Assessment Summary Form

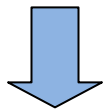


Identify ALN Support Requirement



Produce Specific Action Plan

Identify no ALN Support Required



Copy Initial Assessment Summary Form

To Admin Head Office

To designated Tutor



Admin Head Office

To Complete Learner Records

And Up Date MIS



Complete a summary of support required.

Meet with the learner and tutor to discuss and agree the SPECIFIC ACTION PLAN

Develop SAP with planned activities

ALN Officer with tutor to administer the SAP

ALN Officer shall review progress with the learner and the tutor.

Copy of Initial Assessment Summary Form and SAPs to Admin Head Office