**PERSONAL REFLECTIVE LOGBOOK**

**PERSONAL LEARNING AND THINKING SKILLS (PLTS)**

**APPRENTICESHIP IN FOOD AND DRINK**

---

**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Apprentice Personal Details</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Why you need Personal Learning and Thinking Skills</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>The PLTS Reflective Logbook</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>How to use your Reflective Logbook</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Identifying ‘learning opportunities’</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Record of PLTS achievements</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Details of Assessors</td>
<td>37</td>
</tr>
<tr>
<td>8</td>
<td>PLTS achievement declaration</td>
<td>39</td>
</tr>
<tr>
<td>9</td>
<td>Raising any concerns/suggesting improvements</td>
<td>39</td>
</tr>
<tr>
<td>10</td>
<td>Submitting the completed PLTS Reflective Logbook</td>
<td>39</td>
</tr>
</tbody>
</table>

**To use this PLTS Reflective Logbook you need to be registered with Improve Ltd. and have been issued with a registration number.**
1. Apprentice Personal Details

Apprentice Name ..........................................................................................................

Employer ....................................................................................................................

Registration Number .................................................................................................

To use this PLTS Reflective Logbook you need to be registered with Improve Ltd. and have been issued with a registration number.

2. Why you need Personal Learning and Thinking Skills

Personal Learning and Thinking Skills (PLTS) will help you to become a confident and capable individual both in working life and socially. During your career you will constantly need to develop and refine these important skills. As part of your apprenticeship it is necessary for you to show evidence that you have demonstrated the PLTS skills that will help to make you effective in your role. It is likely that you will have sufficient opportunities to demonstrate these skills through the normal activities that form part of your standard apprenticeship programme. However, it is insufficient to simply acknowledge that the skills are present ‘somewhere’ in the programme. It is much more beneficial for your personal development if you recognise exactly when and where you are using these important skills. For this reason, demonstrating the required skills will need to planned, assessed and reviewed. Details of this development cycle and how you achieve each PLTS need to be recorded in your personal PLTS Reflective Logbook.

3. The PLTS Reflective Logbook

Each PLTS Reflective Logbook is issued by Improve Ltd. for every apprentice registered on the Improve Proficiency Apprenticeship (IPA). The PLTS Reflective Logbook should be held and completed by the designated apprentice. PLTS forms part of the requirements that are necessary to achieve the apprenticeship in Food and Drink. As an apprentice you will need to discuss with your assessor or manager to determine opportunities that present themselves during your apprenticeship programme that will allow you to elicit the PLTS that you need to demonstrate. You should plan and prepare for the opportunities that are identified so that you can show you have met the particular PLTS requirement. Immediately following each activity you should record details in your Reflective Logbook. Your assessor/manager will discuss your evidence with you and if sufficient and valid, will sign the logbook to indicate that the PLTS has been achieved. The PLTS Reflective Logbook will act as a Record of Achievement for PLTS.
On completion of your apprenticeship, in order to gain certification, you will need to submit your completed Reflective Logbook to Improve Ltd. to show that all six PLTS have been achieved. This must be forwarded along with proof of achieving the other mandatory framework requirements.

4. How to use your Reflective Logbook

There are six Personal Learning and Thinking Skills which must be achieved. Each of the six PLTS comprises of ‘skill elements’. During your apprenticeship you will need to demonstrate proficiency with one or more skill element for each of the six PLTS areas.

You will have many opportunities to demonstrate PLTS in the various scenarios that will occur naturally as you progress through your programme. It is important that you spend time with your assessor to recognise where these opportunities exist. With your assessor, decide on which opportunities you wish to demonstrate and the evidence required. Use your Reflective Logbook to plan these events and to record outcomes. Your logbook must give details of how the sought outcomes were achieved along with ‘where and when’ each activity took place. This workbook contains a page for every PLTS skill element - you will need to achieve one or more element for each of the six PLTS. On each chosen skill element page briefly describe the activity undertaken and how you demonstrated the specific outcome. The evidence you record in your Reflective Logbook will also need to be validated by your assessor’s signature in the space provided.

Ask all people who are in a position to validate your PLTS evidence to give their personal details in section 7 of this logbook. Along with your apprenticeship assessor you can ask up to two other managers who hold an appropriate position to validate your evidence. These people will be in a position that enables them to witness/ validate/assess your PLTS achievements. Section 8 is the ‘Declaration of PLTS achievement’ which is to be completed by your apprenticeship assessor when you have completed all of the PLTS requirements. When you have achieved PLTS and section 8 has been competed please return the Reflective Logbook to Improve Ltd. With a sample of PLTS submissions the Reflective Logbook evidence entries will be Quality Assured by an independent QA Manager and in these cases quality assurance comments will be entered in the appropriate box against the PLTS element. If quality assured the QA Manager will also need to give his/her details in section 7.

Key

<table>
<thead>
<tr>
<th>IPQ</th>
<th>Improve Proficiency Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERR</td>
<td>Employment Rights and Responsibilities</td>
</tr>
<tr>
<td>ILP</td>
<td>Individual Learning Plan</td>
</tr>
</tbody>
</table>
5. Identifying ‘learning opportunities’ (i.e. identifying suitable scenarios)

First read the definitions of the PLTS and the skill elements given in the section 6 and then identify specific activities within your apprenticeship programme where you would be able to demonstrate competence with particular skill elements. These opportunities may occur in your on-the-job training, functional skills learning, company training or induction. Discuss PLTS requirements with your assessor and/or manager along with the suitability of the opportunities identified. These activities will form the basis for collecting the PLTS evidence that you need in to show. It is likely that numerous activities will be needed in order for you to demonstrate competence across all six PLTS areas. However, it may be that some of the activities identified will provide you with an opportunity to demonstrate proficiency with more than one skill element. Once it has been agreed that a specific activity will provide the foundation for you to demonstrate a particular skill element then it should be noted in your Reflective Logbook in preparation for the activity taking place. Once the activity has taken place you should record the outcome in your Reflective Logbook along with details such as where and when the activity took place. If your designated assessor/manager considers that the recorded evidence is sufficiently valid he/she will sign declaring that it meets the requirement of the specific PLTS.

6. Record of Personal Learning and Thinking Skills achievements

The six PLTS areas are:

1. Independent Enquiry (IE)

To achieve Independent Enquiry you will need to demonstrate that you can:

- Process and evaluate information from investigations;
- Plan what to do and how to go about it;
- Make informed and well-reasoned decisions;
- Recognise that others have different beliefs and attitudes.

2. Creative Thinking (CT)

To achieve Creative Thinking you will need to demonstrate that you can:

- Think creatively by generating and exploring ideas;
- Make original connections;
- Try different ways to tackle a problem;
- Work with others to find imaginative solutions and outcomes that are of value.
3. Reflective Learning (RL)

To achieve Reflective Learning you will need to demonstrate that you can:

- Evaluate own strengths and limitations;
- Set realistic goals with criteria for success;
- Monitor own performance and progress;
- Invite feedback from others and make changes to further learning.

4. Team Working (TW)

To achieve Team Working you will need to demonstrate that you can:

- Work confidently with others;
- Adapt to different contexts and taking responsibility for own part;
- Listen to and take account of different views;
- Form collaborative relationships;
- Resolve issues to reach agreed outcomes.

5. Self Management (SM)

To achieve Self Management you will need to demonstrate that you can:

- Organise self;
- Show personal responsibility, initiative, creativity and enterprise;
- Have a commitment to learning and self–improvement;
- Actively embrace change;
- Respond positively to new priorities;
- Cope with challenges and look for opportunities.

6. Effective Participation (EP)

To achieve Effective Participation you will need to demonstrate that you can:

- Actively engage with issues that affect self and those around;
- Play a full part in the life of their school, college, workplace or wider community by taking responsible action.
6.1 Independent Enquiry (IE)

This requirement is for you to demonstrate your ability to process and evaluate information, and to plan and carry out investigations. It encompasses well-reasoned decision making and recognising that others may have different beliefs and attitudes. To achieve this PLTS you will need to demonstrate your ability with one or more of the following four elements of Independent Enquiry - IE.1 to IE.4.
## Independent Enquiry

**Code**: IE.1  
**Process and evaluate information from investigations**

### Summary of how you achieved this outcome and date achieved

---

### Evidence

In which part of your apprenticeship programme did the evidence come from? (please tick)

- IPQ
- Review
- ILP
- Employer Training
- Induction
- Other

**Functional Skills/Key Skills**

- ERR
- Socially

If other please give details:

State where any evidence stored:

---

### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

**Assessor/Manager**

**Date**

---

### Quality Assurance

**Signature**

**Role**

**Date**

---
**Independent Enquiry**

<table>
<thead>
<tr>
<th>Code</th>
<th>Plan what to do and how to go about it</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE.2</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>In which part of your apprenticeship programme did the evidence come from? (please tick)</td>
</tr>
</tbody>
</table>

- [ ] IPQ
- [ ] Review
- [ ] ILP
- [ ] Employer Training
- [ ] Induction
- [ ] Other
- [ ] Functional Skills/Key Skills
- [ ] ERR
- [ ] Socially

If other please give details

<table>
<thead>
<tr>
<th>Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.</td>
</tr>
</tbody>
</table>

Assessor/Manager .................................................................

Date ..........................................................................................

<table>
<thead>
<tr>
<th>Quality Assurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Role</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
### Independent Enquiry

<table>
<thead>
<tr>
<th>Code</th>
<th>Make informed and well-reasoned decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE.3</td>
<td></td>
</tr>
</tbody>
</table>

#### Summary of how you achieved this outcome and date achieved

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>In which part of your apprenticeship programme did the evidence come from? (please tick)</td>
</tr>
<tr>
<td>IPQ</td>
</tr>
<tr>
<td>Functional Skills/Key Skills</td>
</tr>
<tr>
<td>If other please give details</td>
</tr>
</tbody>
</table>

#### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

<table>
<thead>
<tr>
<th>Assessor/Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>..........................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>..........................</td>
</tr>
</tbody>
</table>

#### Quality Assurance

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>..........................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>..........................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>..........................</td>
</tr>
</tbody>
</table>
**Independent Enquiry**

<table>
<thead>
<tr>
<th>Code</th>
<th>Recognise that others have different beliefs and attitudes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE.4</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

**Evidence**

In which part of your apprenticeship programme did the evidence come from? (please tick)

- IPQ
- Review
- ILP
- Employer Training
- Induction
- Other

Functional Skills/Key Skills
- ERR
- Socially

If other please give details

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager

Date

**Quality Assurance**

Signature

Role

Date
6.2 Creative Thinking (CT)

This requirement is for you to demonstrate your ability to generate and explore ideas, making original connections. You will need to consider different options available to resolve a problem. It will require you to work with others in order to find imaginative and useful solutions. To achieve this PLTS you will need to demonstrate your ability with one or more of the following four elements of Creative Thinking - CT.1 to CT.4.
**Creative Thinking**

<table>
<thead>
<tr>
<th>Code</th>
<th>Think creatively by generating and exploring ideas</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT.1</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**


**Evidence**

In which part of your apprenticeship programme did the evidence come from? (please tick)

- IPQ
- Review
- ILP
- Employer Training
- Induction
- Other

Functional Skills/Key Skills

ERR

Socially

If other please give details

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager ..............................................................................................................

Date ....................................................................................................................................

**Quality Assurance**

Signature .............................................................................................................................

Role ....................................................................................................................................

Date .....................................................................................................................................
### Creative Thinking

<table>
<thead>
<tr>
<th>Code</th>
<th>Make original connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT.2</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>In which part of your apprenticeship programme did the evidence come from? (please tick)</td>
</tr>
<tr>
<td>IPQ □ Review □ ILP □ Employer Training □ Induction □ Other □</td>
</tr>
<tr>
<td>Functional Skills/Key Skills □ ERR □ Socially □</td>
</tr>
<tr>
<td>If other please give details</td>
</tr>
</tbody>
</table>

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

<table>
<thead>
<tr>
<th>Assessor/Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Quality Assurance**

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
### Creative Thinking

<table>
<thead>
<tr>
<th>Code</th>
<th>Try different ways to tackle a problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT.3</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

**Evidence**

In which part of your apprenticeship programme did the evidence come from? (please tick)

- [ ] IPQ
- [ ] Review
- [ ] ILP
- [ ] Employer Training
- [ ] Induction
- [ ] Other
- [ ] Functional Skills/Key Skills
- [ ] ERR
- [ ] Socially

If other please give details

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager ..............................................................

Date ..............................................................

**Quality Assurance**

Signature ..............................................................

Role ..............................................................

Date ..............................................................
<table>
<thead>
<tr>
<th>Creative Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code</strong></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

**Evidence**

In which part of your apprenticeship programme did the evidence come from? (please tick)

IPQ □ Review □ ILP □ Employer Training □ Induction □ Other □

Functional Skills/Key Skills □ ERR □ Socially □

If other please give details

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager  ......................................................................................................

Date  ........................................................................................................

**Quality Assurance**

Signature  ........................................................................................................

Role  ........................................................................................................

Date  ........................................................................................................
6.3 Reflective Learning (RL)

This requirement is for you to understand your strengths and limitations, set realistic goals along with criteria needed to indicate a successful outcome. It also requires you to monitor your own performance and progress, invite feedback from others and to make changes where necessary to further your learning experience. To achieve this PLTS you will need to demonstrate your ability with one or more of the following four elements of Reflective Learning - RL.1 to RL.4.
### Reflective Learning

<table>
<thead>
<tr>
<th>Code</th>
<th>Evaluate own strengths and limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>RL.1</td>
<td></td>
</tr>
</tbody>
</table>

#### Summary of how you achieved this outcome and date achieved

- 

#### Evidence

In which part of your apprenticeship programme did the evidence come from? (please tick)

- IPQ
- Review
- ILP
- Employer Training
- Induction
- Other

- Functional Skills/Key Skills
- ERR
- Socially

If other please give details

#### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

- Assessor/Manager
- Date

#### Quality Assurance

- Signature
- Role
- Date
### Reflective Learning

<table>
<thead>
<tr>
<th>Code</th>
<th>Set realistic goals with criteria for success</th>
</tr>
</thead>
<tbody>
<tr>
<td>RL.2</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
</table>

In which part of your apprenticeship programme did the evidence come from? (please tick)

- [ ] IPQ
- [ ] Review
- [ ] ILP
- [ ] Employer Training
- [ ] Induction
- [ ] Other

Functional Skills/Key Skills

- [ ] ERR
- [ ] Socially

If other please give details

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager .................................................................

Date .................................................................

**Quality Assurance**

Signature .................................................................

Role .................................................................

Date .................................................................
## Reflective Learning

<table>
<thead>
<tr>
<th>Code</th>
<th>Monitor own performance and progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>RL.3</td>
<td></td>
</tr>
</tbody>
</table>

### Summary of how you achieved this outcome and date achieved

### Evidence

In which part of your apprenticeship programme did the evidence come from? (please tick)

- IPQ
- Review
- ILP
- Employer Training
- Induction
- Other

Functional Skills/Key Skills
- ERR
- Socially

If other please give details

### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager

Date

### Quality Assurance

Signature

Role

Date
## Reflective Learning

<table>
<thead>
<tr>
<th>Code</th>
<th>Invite feedback from others and make changes to further learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>RL.4</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**


### Evidence

In which part of your apprenticeship programme did the evidence come from? (please tick)

- IPQ □
- Review □
- ILP □
- Employer Training □
- Induction □
- Other □
- Functional Skills/Key Skills □
- ERR □
- Socially □

If other please give details

### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager .................................................................

Date ........................................................................................

### Quality Assurance

Signature ..................................................................................

Role ........................................................................................

Date ........................................................................................
6.4 Team Working (TW)

This requirement is for you to demonstrate the ability to work closely and confidently with others by forming collaborative relationships and resolving issues to agreed outcomes. You will need to show that you can take-on the responsibility associated with your role and adapt positively to different situations. Part of this area is the ability to demonstrate good listening skills and to take into account the opinions of others. To achieve this PLTS you will need to demonstrate your ability with one or more of the following five elements of Team Working - TW.1 to TW.5.
# Team Working

<table>
<thead>
<tr>
<th>Code</th>
<th>Work confidently with others</th>
</tr>
</thead>
<tbody>
<tr>
<td>TW.1</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>In which part of your apprenticeship programme did the evidence come from? (please tick)</td>
</tr>
<tr>
<td>IPQ</td>
</tr>
<tr>
<td>Functional Skills/Key Skills</td>
</tr>
<tr>
<td>If other please give details</td>
</tr>
</tbody>
</table>

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager

Date

**Quality Assurance**

Signature

Role

Date
## Team Working

<table>
<thead>
<tr>
<th>Code</th>
<th>TW.2</th>
<th>Adapt to different contexts and taking responsibility for own part</th>
</tr>
</thead>
</table>

### Summary of how you achieved this outcome and date achieved

### Evidence

In which part of your apprenticeship programme did the evidence come from? (please tick)

- [ ] IPQ
- [ ] Review
- [ ] ILP
- [ ] Employer Training
- [ ] Induction
- [ ] Other
- [ ] Functional Skills/Key Skills
- [ ] ERR
- [ ] Socially

If other please give details

### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager

Date

### Quality Assurance

Signature

Role

Date

---

Improve version 1 - 010611 Page 23
# Team Working

<table>
<thead>
<tr>
<th>Code</th>
<th>Listen to and take account of different views</th>
</tr>
</thead>
<tbody>
<tr>
<td>TW.3</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

**Evidence**

In which part of your apprenticeship programme did the evidence come from? (please tick)

- IPQ
- Review
- ILP
- Employer Training
- Induction
- Other

Functional Skills/Key Skills
- ERR
- Socially

If other please give details

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager

Date

**Quality Assurance**

Signature

Role

Date
<table>
<thead>
<tr>
<th><strong>Team Working</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code</strong> TW.4</td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

**Evidence**

In which part of your apprenticeship programme did the evidence come from? (please tick)

- [ ] IPQ
- [ ] Review
- [ ] ILP
- [ ] Employer Training
- [ ] Induction
- [ ] Other

Functional Skills/Key Skills

- [ ] ERR
- [ ] Socially

If other please give details

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager

Date

**Quality Assurance**

Signature

Role

Date
# Team Working

<table>
<thead>
<tr>
<th>Code</th>
<th>Resolve issues to reach agreed outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TW.5</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>In which part of your apprenticeship programme did the evidence come from? (please tick)</td>
</tr>
<tr>
<td>IPQ</td>
</tr>
<tr>
<td>Functional Skills/Key Skills</td>
</tr>
</tbody>
</table>

If other please give details

<table>
<thead>
<tr>
<th>Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.</td>
</tr>
<tr>
<td>Assessor/Manager</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality Assurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Role</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
6.5 Self Management (SM)

This requirement is for you to demonstrate that you are able to organise your activities and take on appropriate responsibility. You will also need to demonstrate initiative and enterprise with a commitment to learning and self-improvement. This involves embracing change and responding positively to new priorities. Also included is the ability to cope with challenges and seeking out new opportunities. To achieve this PLTS you will need to demonstrate your ability with one or more of the following six elements of Self Management - SM.1 to SM.6.
## Self Management

<table>
<thead>
<tr>
<th>Code</th>
<th>Organise self</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM.1</td>
<td></td>
</tr>
</tbody>
</table>

### Summary of how you achieved this outcome and date achieved

### Evidence

In which part of your apprenticeship programme did the evidence come from? (please tick)

- IPQ [ ]
- Review [ ]
- ILP [ ]
- Employer Training [ ]
- Induction [ ]
- Other [ ]
- Functional Skills/Key Skills [ ]
- ERR [ ]
- Socially [ ]

If other please give details

### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager: .................................................................

Date: ......................................................................................

### Quality Assurance

Signature: ..................................................................................

Role: ......................................................................................

Date: ......................................................................................
## Self Management

<table>
<thead>
<tr>
<th>Code</th>
<th>SM.2</th>
<th><strong>Show personal responsibility, initiative, creativity and enterprise</strong></th>
</tr>
</thead>
</table>

**Summary of how you achieved this outcome and date achieved**

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>In which part of your apprenticeship programme did the evidence come from? (please tick)</td>
</tr>
<tr>
<td>IPQ</td>
</tr>
<tr>
<td>Functional Skills/Key Skills</td>
</tr>
<tr>
<td>If other please give details</td>
</tr>
</tbody>
</table>

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

<table>
<thead>
<tr>
<th>Assessor/Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>............................................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>............................................................</td>
</tr>
</tbody>
</table>

**Quality Assurance**

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>............................................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>............................................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>............................................................</td>
</tr>
<tr>
<td>Code</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>SM.3</td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>In which part of your apprenticeship programme did the evidence come from? (please tick)</td>
</tr>
<tr>
<td>IPQ</td>
</tr>
<tr>
<td>Functional Skills/Key Skills</td>
</tr>
<tr>
<td>If other please give details</td>
</tr>
</tbody>
</table>

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

<table>
<thead>
<tr>
<th>Assessor/Manager</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quality Assurance**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Role</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Self Management

**Code**

| SM.4 | Actively embrace change |

**Summary of how you achieved this outcome and date achieved**

---

### Evidence

In which part of your apprenticeship programme did the evidence come from? (please tick)

- [ ] IPQ
- [ ] Review
- [x] ILP
- [ ] Employer Training
- [ ] Induction
- [ ] Other
- [ ] Functional Skills/Key Skills
- [ ] ERR
- [ ] Socially

If other please give details

---

### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager

```
............................................................................................
```

Date

```
............................................................................................
```

---

### Quality Assurance

Signature

```
............................................................................................
```

Role

```
............................................................................................
```

Date

```
............................................................................................
```
### Self Management

<table>
<thead>
<tr>
<th>Code</th>
<th>Respond positively to new priorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM.5</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of how you achieved this outcome and date achieved**

**Evidence**

In which part of your apprenticeship programme did the evidence come from?  
(please tick)

- IPQ
- Review
- ILP
- Employer Training
- Induction
- Other

- Functional Skills/Key Skills
- ERR
- Socially

If other please give details

**Declaration**

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

**Assessor/Manager**

.......................................................... ..........................................................

**Date**

..........................................................

**Quality Assurance**

**Signature**

..........................................................

**Role**

..........................................................

**Date**

..........................................................
## Self Management

<table>
<thead>
<tr>
<th>Code</th>
<th>SM.6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Cope with challenges and look for opportunities</strong></td>
</tr>
</tbody>
</table>

### Summary of how you achieved this outcome and date achieved

### Evidence

In which part of your apprenticeship programme did the evidence come from?  
(please tick)

- IPQ
- Review
- ILP
- Employer Training
- Induction
- Other

- Functional Skills/Key Skills
- ERR
- Socially

If other please give details

### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

**Assessor/Manager**  

**Date**

### Quality Assurance

**Signature**

**Role**

**Date**
6.6 Effective Participation (EP)

This requirement is to demonstrate the ability to engage with others and deal professionally with diverse and sensitive issues. You will need to demonstrate that you can play a full and active part in the workplace (or wider community) and take responsible action in order to bring about improvements. To achieve this PLTS you will need to demonstrate your ability with one or both of the following two elements of Effective Participation - EP.1 to EP.2.
# Effective Participation

<table>
<thead>
<tr>
<th>Code</th>
<th>Actively engage with issues that affect self and those around</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP.1</td>
<td></td>
</tr>
</tbody>
</table>

## Summary of how you achieved this outcome and date achieved

### Evidence

In which part of your apprenticeship programme did the evidence come from? (please tick)

- [ ] IPQ
- [ ] Review
- [ ] ILP
- [ ] Employer Training
- [ ] Induction
- [ ] Other
- [ ] Functional Skills/Key Skills
- [ ] ERR
- [ ] Socially

If other please give details

### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager ..........................................................

Date ..........................................................

### Quality Assurance

Signature ..........................................................

Role ..........................................................

Date ..........................................................
### Effective Participation

<table>
<thead>
<tr>
<th>Code</th>
<th>Play a full part in the life of their school, college, workplace or wider community by taking responsible action</th>
</tr>
</thead>
</table>

**Summary of how you achieved this outcome and date achieved**

---

#### Evidence

In which part of your apprenticeship programme did the evidence come from? (please tick)

- [ ] IPQ
- [ ] Review
- [ ] ILP
- [ ] Employer Training
- [ ] Induction
- [ ] Other

- [ ] Functional Skills/Key Skills
- [ ] ERR
- [ ] Socially

If other please give details

---

#### Declaration

I confirm that the evidence obtained fully satisfies the requirements of the PLTS learning outcome.

Assessor/Manager ..........................................................

Date ..........................................................

---

#### Quality Assurance

Signature ..........................................................

Role ..........................................................

Date ..........................................................
7. **Details of Assessors**

NB. Care must be taken to avoid discrimination, for example ensure that any requirements for “speaking and listening” are inclusive, as far as possible, of apprentices with speech and hearing difficulties.

**Apprenticeship Assessor (Learning Provider)**

Assessor name: ........................................................................................................................................

Assessor signature: ....................................................................................................................................

Phone No: ................................................................................................................................................

Date: ........................................................................................................................................................

**Designated Assessor 1 (e.g. Line Manager)**

Assessor name: ........................................................................................................................................

Assessor signature: ....................................................................................................................................

Phone No: ................................................................................................................................................

Date: ........................................................................................................................................................

Designated Assessor 2 (e.g. Company Training Manager)

Assessor name: ..............................................................................................................

Assessor signature: ........................................................................................................

Phone No: ......................................................................................................................

Date: ..............................................................................................................................

Quality Assurance Manager (when applicable)

QA Manager name: ........................................................................................................

QA Mgr signature: .........................................................................................................

Phone No: ......................................................................................................................

Date: ..............................................................................................................................
8. PLTS Achievement Declaration

To be completed by the Apprenticeship Assessor when all six PLTS have been undertaken.

Apprenticeship Assessor’s declaration (Learning Provider)

I confirm that the evidence presented in this Reflective Logbook is accurate and that ................................................................. (enter name of apprentice) has completed one or more elements for each of the six Personal Learning and Thinking Skill areas.

Name: .......................................................................................... Signature:.................................................................

Date: .................................................................................................

9. Raising any concerns/suggesting improvements

The PLTS process is managed by Improve Ltd. If any assistance or advice is sought in the first instance please read the PLTS section of the Improve website (Apprenticeships – England) on the link http://www.improve-skills.co.uk/ or discuss with Improve by contacting 0845 6440448.

10. Submitting the completed PLTS Reflective Logbook

Please forward the competed PLTS Reflective Logbook to:

Improve Proficiency Apprenticeships, Improve Ltd., Providence House, 2 Innovation Close, Heslington, York, YO10 5ZF.