

Skills CFA PLTS record of achievement template

Learner Name:

Apprenticeship:

Date Started:

PLTS	Where Achieved	Outcome/Reflection	Date
Independent Enquirers			
Identify questions to answer and problems to resolve			
Plan and carry out research, appreciating the consequences of decisions			
Explore issues, events or problems from different perspectives			
Analyse and evaluate information, judging its relevance and value			
Consider the influence of circumstances, beliefs and feelings on decisions and events			
Support conclusions, using reasoned arguments and evidence			

PLTS	Where Achieved	Outcome/Reflection	Date
Creative Thinkers			
Generate ideas and explore possibilities			
Ask questions to extend their thinking			
Connect their own and others' ideas and experiences in inventive ways			
Question their own and others' assumptions			
Try out alternatives or new solutions and follow ideas through			
Adapt ideas as circumstances change			
Reflective Learners			
Assess themselves and others, identifying opportunities and achievements			
Set goals with success criteria for their development and work			
Review progress, acting on the outcomes			
Invite feedback and deal positively with praise, setbacks and criticism			
Evaluate experiences and learning to inform future progress			
Communicate their learning in relevant ways for different audiences			

PLTS	Where Achieved	Outcome/Reflection	Date
Team Workers			
Collaborate with others to work towards common goals			
Reach agreements, managing discussions to achieve results			
Adapt behaviour to suit different roles and situations, including leadership roles			
Show fairness and consideration to others			
Take responsibility, showing confidence in themselves and their contribution			
Provide constructive support and feedback to others			
Self Managers			
Seek out challenges or new responsibilities and show flexibility when priorities change			
Work towards goals, showing initiative, commitment and perseverance			
Organise time and resources, prioritising actions			
Anticipate, take and manage risks			
Deal with competing pressures, including personal and work- related demands			
Respond positively to change, seeking advice and support when needed			
Manage your emotions and build and maintain relationships			

PLTS	Where Achieved	Outcome/Reflection	Date
Effective Participators			
Discuss issues of concern, seeking resolution where needed			
Present a persuasive case for action			
Propose practical ways forward, breaking these down into manageable steps			
Identify improvements that would benefit others as well as themselves			
Try to influence others, negotiating and balancing diverse views to reach workable solutions			
Act as an advocate for views and beliefs that may differ from your own			