



Pearson  
BTEC



**BTEC**  
Introductory  
Level 1

# Standardisation Material

Unit: A2 DEVELOPING A  
PERSONAL  
PROGRESSION PLAN



**The following work should be viewed in conjunction with a video produced by the SSV which you can find here. [BTEC L1 A2- Standardisation Commentary - YouTube](#)**

## **PASS GRADE EXAMPLE- LEARNER WORK BOOK**

### **Unit A2 Developing a Personal Progression Plan**

#### **My Personal Progression Plan**

#### **Learner workbook**

What would you like to do when you finish this course? Perhaps you would like to spend more time learning about the subject you are studying at the moment? Or you may want to do something completely different. Before you decide what your next step is, you need to know what you are good at, what your interests are and what your end goal is. This unit will help you find out what opportunities are available to you and how to get to the next stage. You will carry out a self-audit, identifying what your strengths are and what you need to develop to be able to meet your progression goals. You will learn how to set goals and plan ways to achieve them. You will then produce a personal progression plan to help you reach the next step in your life. The skills you develop in this unit will be good preparation when applying for another course or training programme.

We have looked at what you might want to do next year after you have completed this course. You might want to choose an apprenticeship, start work or go onto a new course.

You should outline in this workbook what you want to do after this course and how you are going to do this.

<b>Name</b>	<u>A Pass</u>
<b>What course are you on now?</b>	Vocational Studies L1 Diploma
<b>What 3 subjects are there on this course?</b>	1. Sports 2. Public Services 3. Land based
<b>What do you want to do after this course?</b>	A sports course as Sports is my best subject
<b>What courses are available for you?</b>	I have found a BTEC L2 Sports course at this college
<b>What will you need to progress onto this course?</b>	1.I will need to get at least a merit grade for this course

	<p>2. Have an interview to see if I can get on it</p> <p>3. I need to show that I am good at Sport</p>
<b>How did you find out about the course.</b>	I looked on the college website and spoke to my tutor
<b>What skills and behaviours do you need to get on this course</b>	<p>I need to be good at sport</p> <p>I need to show I can work in a team</p> <p>I need to have a good attendance for this course</p> <p>I need to do a good interview</p> <p>I need to get a good report from my tutor for the course I am on</p>
<b>Do you have these skills and behaviours?</b>	Yes
<b>Give a brief timeline for help you meet your intended progression goal- what are you going to do each month? Outline what you will need to do next for each month to make sure you achieve your goal</b>	<p><b><u>January</u></b></p> <p>Make sure my attendance is good</p> <p>Ask the tutor if they will give me a good reference</p> <p>Make sure I am doing my best on the course to get merit grades</p> <p><b><u>February</u></b></p> <p>Get the application form</p> <p>Ask my careers advisor to help me to fill it in properly</p> <p>Send the application form in</p> <p>Practice interviewing with my careers advisor</p> <p><b><u>March</u></b></p> <p>Make sure I have all I need for the interview</p> <p>Keep getting good grades</p> <p><b><u>April</u></b></p> <p>Have interview</p> <p>Get on course</p> <p><b><u>May</u></b></p> <p>Complete course with good grades</p>

	<p>Let new tutor know I have completed course with good grades and confirm place for September</p> <p><b><u>June</u></b> summer holidays</p> <p><b><u>July</u></b> summer holidays</p> <p><b><u>August</u></b> summer holidays</p> <p><b><u>September</u></b></p> <p>Make sure I have all the equipment I need for my new course</p> <p>Start new L2 Sports course</p>
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**For pass standard,** learners:

- set a broad progression goal that shows limited evidence of finding out information from sources
- list the skills and behaviours needed to meet the goal
- produce a basic progression plan that gives broad and unfocused information on how they intend to meet their progression goal.

### **MERIT GRADE EXAMPLE**





## MY PERSONAL PROGRESSION PLAN

IN THIS TEMPLATE I WILL SHOW HOW I HAVE DEVELOPED MY PLAN  
AND WILL ADD IN SOME IMAGES IN THE SIDES WHICH HELP TO SHOW  
WHAT I AM WANTING TO DO NEXT YEAR

## WHAT AM I STUDYING NOW?

- My name is Alice Merit
- I am on a L1 Vocational Studies course at Callowly College
- I am enjoying the course and would like to do another course next year at a Level 2 if I can
- We have lots of units - some in Sports, some in Public Services and some in land based using plants.
- We also do Being organised, working together, and knowing how to research



## WHAT DO I WANT TO DO NEXT?

- My favourite subject is sport
- That's because I enjoy playing a lot of different types of sport and I also enjoy trying to understand what exercises are good to do when playing sport'
- I love watching sports too - especially football, gymnastics, and F1
- I think being a coach or a sports trainer might be a good job for me to do
- So a sports course would be best for me



## WHAT COURSE COULD I DO?

- I think a Level 2 Sport course would be the best thing for me
- There are 2 level 2 Sports courses around – one here at Callowly College and at the College 15 miles away in Ballowell.
- I have spoken with my careers officer and she said to think about how much time it takes to travel and to look at the courses online to see if there is a difference
- She also gave me brochures for each one





## WHAT COURSE COULD I DO?

- She said to check with my tutors in class that Level 2 Sport is the best course for me
- We did a lesson where everyone voted what subjects each of was is best at
- Everyone said Sport for me as I am sports mad
- The tutors said it would be a good course for me and that as I worked well in sports teams and had good attendance and was always trying to do my best and help others then I should be able to do Ok on it

## CHOOSING THE COURSE-IS IT THE RIGHT COURSE FOR ME?

- I have chosen the course here at Callowly.
- Its close to home and the units I would study includes training and exercise
- I know where everything is and I might know some of the tutors already
- Its says I will need a merit grade for the course and to have a good reference from my tutor about my sports work, my attendance and how I work with others.
- I will have to have an interview and take some stuff with me to show them





## CHOOSING THE COURSE- WHAT WILL I NEED TO DO?

I will need to show that this is the right course for me. It is the right course because -

- I am good at sports and it has the units I want to learn
- I am getting merits for most units and some distinctions - I got a distinction for team work unit
- I have good attendance - 100% so far
- I am nervous about the interview so I will have to practice what to do
- I will need to decide what to take with me and how to present it to the person who interviews me

## WHATS THE PLAN ?

I have to make a plan to get onto the course so I will need to

Know when to apply and how to fill in the form

Keep working hard

Know what to put in my portfolio

Practice being interviewed - interviews are usually in april

Know what to do and when to get onto the course

Its December now and the course starts in September



# WHATS THE PLAN

## JANUARY

START APPLICATION FORM  
GET CAREERS ADVISOR TO CHECK  
APPLAICION FORM  
GET REFERENCE FORM TUTOR  
SEND IN NICE AND EARLY  
CHECK EMAISL FOR INTERVIEW DATE

## FEBRUARY

PRACTICE INTERVIEW TECHNIQUES WITH  
9 CAREERS ADVISER  
GET PHOTOD AND VIDOES TOGHER FOR  
PORTFOLIO  
KEEP WORKIN GAHRD  
MAKE SURE I AM READY FOR INTERVIEW

## MARCH

PUT PORTOFIL TOGEHT  
KEEP WORKING HARD  
KEEP ATTEDNENC EAT 1005

# WHATS THE PLAN

## APRIL

GET READY FOR INTERVIEW  
PRACTICE INTERVIEW  
HAVE INTERVIEW  
CHECL EMAISL TO SEE IF GOT IN

## MAY

KEEP GETTIGNTHE BEST GRADES I CAN  
KEEP ATTEDNENCE UP

## JUNE

COMPLETE COURSE  
GET GRADES  
LET NEW COURSE KNOW THE GRADE



**For merit standard, learners:**

- set a focused progression goal that demonstrates evidence of finding out information from different sources, showing some understanding of the skills and behaviours needed to achieve it
- carry out a review of own skills and behaviours, using some feedback from others and give some detail on how own skills and behaviours match those needed for the progression goal
- produce a coherent progression plan that outlines some of the skills, behaviours and qualifications needed to meet the goal and covers most of the steps needed to achieve it.

### **DISTINCTION GRADE EXAMPLE**

#### ***Developing a Personal Progression Plan.***

##### **Introduction**

**In this assignment I will be looking at self-control ccand behaviour management to meet my personal progression goal and produce a progression plan to meet my intended goals.**



**My goal is to get on a Level Two BTEC sports course as I wanted to do that this year but I had a few issues so couldn't get what I needed to get in**

##### **My Starting Point:**

My starting point in September was to attend Eardley College to have a second shot at my GCSE as I was not happy with my results; looking forward I now want to achieve my level 1 sports as well as passing my Math's and English. Sadly, I did not finish my last year of school Battlehorn Academy due to many reasons therefore home schooling was the best option for me at the time hence why I failed my exams so this school year I look to push myself to the fullest. In my Math's I achieved a 2 and, in my English, I achieved a 3.

**My Progression Goal and details of the skills and behaviours I need to achieve.**

**STRENGTHS – What makes you stronger from these? WEAKNESSES – What can stop you from this. OPPORTUNITIES – what you can get out of this. THREATS – What stops you from achieving these things?**

<b>Strengths</b>	<b>Weaknesses</b>
 <p>Communicational Skills.            Time Management- always being on time.            Organized – Bringing correct equipment ext.            Positive attitude and mindset.            Work excellent along with others such as groups or as an individual.            Open and informative.            Consistence and Responsible.            Trustworthy.            I am good at football.</p>	<p>Lose my temper quite quickly.            Once I am in a moody, I will stay like it till the next day.            Very Stubborn at times.            Rubbish at spelling.            I would rather spend my time with my sisters than anybody else.</p> 

<b>Opportunities</b>	<b>Threats</b>
<p>Chance to re-sit my Math.            Chance to re-sit my English.            Meet new people.            Fresh start somewhere new.</p>	<p>Being distracted by people on my course.            Having no petrol on my bike, therefore I would not be able to get to college on time.            My illness- CVS</p>

<p>Use the college gym for free.            To play football alongside my course.            Moving on to another level course such as level 2.</p> 	<p>Mental health.            My actions when I get angry. (How I react to certain situations).            Not receiving Distinctions or a Merit can determine if I can get to level 2 Sports.            Not having the correct amount of sleep.</p> 
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**Identify the skills and behaviours needed for you to achieve your personal goal.**

**Strengths**

**Communication:** Having communicational skills is ideal for playing sports, as well as in an enclosed space. There are many ways to communicate with somebody whether it is verbal or non-verbal. Being talkative with your surroundings benefits you more than you think! Shows that I can put ideas across, or any problems can be spoken about as a team.

**Consistence and Responsible:** Being consistent even if you do not enjoy what you are doing always stick with it! Staying committed to one or more things has many outcomes for instance having one bad day does not mean a bad life it just shows there are better days ahead so never give up. Taking responsibility for your actions like mine for instance sometimes I do lose my temper and can break things that I do not mean too but I take responsibility for that as there my actions that have coursed the damage; Always own up to what you have done, everybody makes mistakes we just must learn from them.

### **Weaknesses**

**Self-control:** Learning how to control my anger in any type of way other than shouting, swearing, and lashing out; I most definitely will hope by the end of the academic year I will be able to manage my outbursts regardless of the situation.

**Comfort Zone:** Coming from being home schooled to mainstream college was extremely hard; but I made it work. Going from high school to having nobody was extremely lonely therefore I relied on my family such as my sisters to spend all my time with, but now coming to collage makes me realize how depended I was on them but coming into the college meeting new people has made me see not everybody is as horrible as I thought.

### **Opportunities**

**Qualifications:** I need to achieve a pass (grade 4) In my Math's and English to proceed to the next level of my sports course; the grades may not be required but I do not want to re sit next year again therefore I need to focus, and I should pass without a doubt.

**Gym & Football:** Using the college gym is such an amazing experience for young people wanting to pursue a sport/fitness course. Personally, I love fitness and I love having time in the gym as I want to continue to play football meaning I need to physically be as fit as I can to make sure I am not going to injure myself as soon as I step foot on the pitch due to poor health. This benefits me the most as that is where I like to focus and tend to forget all my problems when I am working out or on the football pitch.

### **Threats**

**Illness:** Suffering from CVS (Cyclonic Vomiting Syndrome) has been the biggest challenge I have ever had. I suffered mentally and physically. From around 7 years old I would constantly be sick from days to weeks not being able to move, eat, drink, or even go to the toilet this is half of the reason I decided to do home school instead as I have missed so much school out of my 15 years or having to attend school, I was there maybe 5-6 years max as I was rather at the hospital or at home bedbound. Many things can trigger me to have an episode such as anxiety, Anger, Stress, tiredness therefore I do really struggle to not trigger it. The best thing about it is having days where I am perfectly fine, and I am happy! Physical fitness can and does help me to put it to aside and forget about it. This year I hope to not have any episodes and to control it as much as I can.

**Describe how my own skills and behaviours meet your Personal Progression Goal.**

How am I going to improve my Math's and English? I can improve my GCSE results by fully committing to subjects such as extra curriculum, completing all homework set, revising

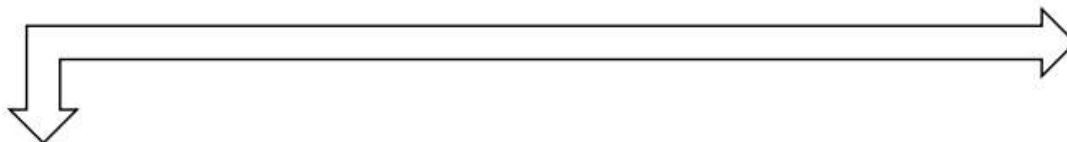
months in advance and many more, but these will be my main resource. Attending all the lessons on time to get the fullest out of the lesson I can as you can never over learn. Speaking to my classmate Izzy she can agree that I am Trustworthy, and I have decent communication skills not just on the football pitch but as a whole I will always say it how it is.

**Start of the academic year**



Before starting Easton College, i attended Ormiston Victory Academy for 4 years before making the decision to leave in my last year and be homeschooled.

September	October	November	December
I started Easton College doing Introductory Diploma Sports Level 1. I completed my first assignment <b>Being Organized</b> on the 27/09/2022	Started my next assignment on the 3/10/2022 <b>Preparing A Progression Plan Due</b> 18/11/2022	My 3 <sup>rd</sup> assignment <b>Researching a Topic</b> 31/10/2022 due 18/11/2022 which I hope to achieve a distinction.	I will start to revise for both English and Math's as well as handing my 4 <sup>th</sup> assignment <b>Working with Others</b> 9/12/2022.



January	February	March	April
My 5 <sup>th</sup> assignment <b>How Exercise Effects the Body</b> 20/01/2023 and will hopefully be up to date with my English and Math's revision.	The 6 <sup>th</sup> assignment will be handed out, <b>Training for Fitness</b> 23/01/2022 due 10/02/2023.	<b>Coaching Skills</b> in Sports will be assigned 20/02/2022 and need to be handed in 17/03/2023 hopefully achieving another Distinction.	Starting to fully revise and preparing for my Math and English exams; 8 <sup>th</sup> assignment <b>Keeping Active and Healthy</b> is due 14/04/2023.
May	June		
Hand in my 9 <sup>th</sup> assignment <b>Getting People Active</b> 12/05/2023	My final assignment <b>Contribute to Running an Event</b> 5/06/2023. If I manage to achieve distinctions or merits throughout my whole school year I should and will be able to move up to Level 2.		

My SMART Target (to reach my Progression Goal):

- I will be more patient with my Math and English; **Persevere with it and have a positive attitude.**
  - To control how I act towards certain situations; **Walk away from it and come back when so less likely to kick off.**
  - Achieve Distinctions across all my assignments; **Head down block out all distractions**
- So this year if I make sure that if I do all of this then I should get on my Level two sports course**

**For distinction standard, learners:**

- set a progression goal that demonstrates evidence of focused research from different sources, showing a clear and detailed understanding of the skills and behaviours needed to achieve it
- carry out an insightful review of own skills and behaviours, using feedback from others and evidence of self-reflection on how own skills and behaviours match those needed to meet the progression goal
- produce a focused progression plan that gives details on the required skills, behaviours and qualifications and produce a detailed plan on the next steps needed to meet the progression goal