

ILP - TARGETS & REVIEWS



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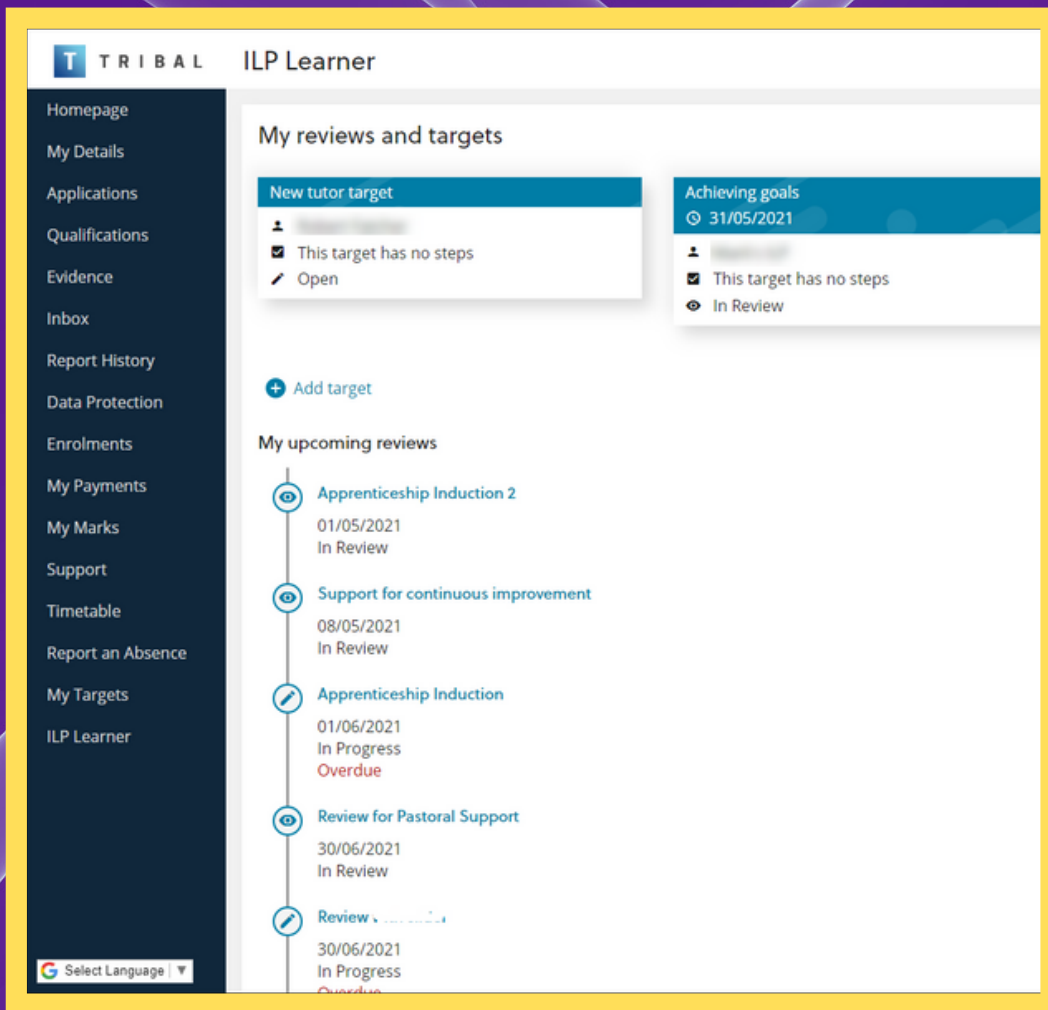
To open the ILP module on the computer, click the ILP learner option in the left-hand panel in ebs: Learner Hub



To open the ILP module on your phone, open the college app and click on EBS Prospect

Learn More

This will display the **My reviews and targets** screen.



You can use the **My reviews and targets** screen to do the following:

View your target



Add a personal target



Edit a target

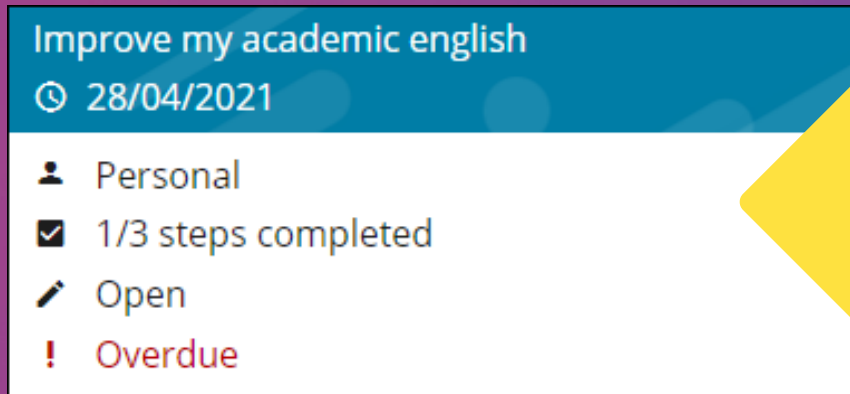


Carry out a review



View your target

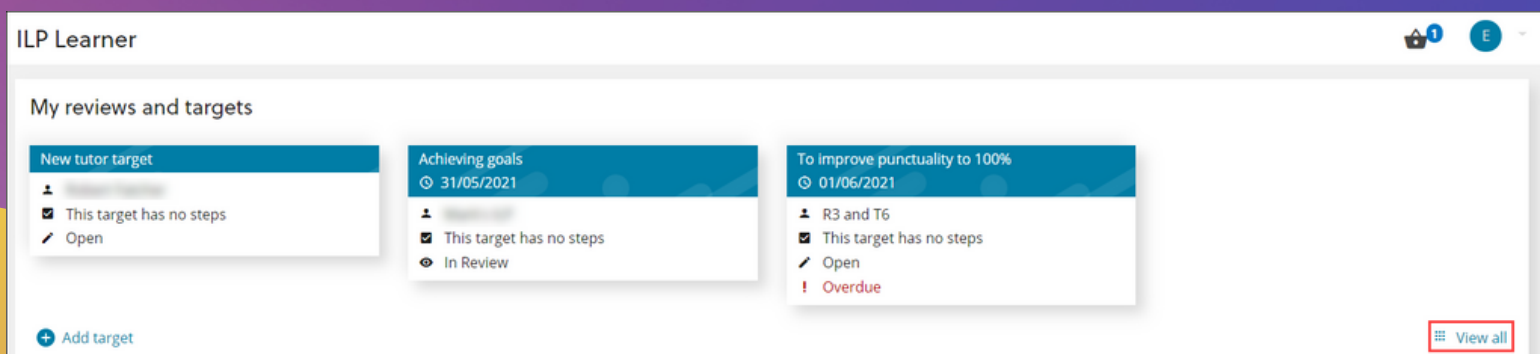
Target information is displayed in a tile



The target tile displays the following information:

- Target title
- Due date
- Target type (for example: ILP, Staff or Personal)
- The total number of steps, completed and remaining.
- The target status
- An 'overdue' warning, if the review is past the relevant due date and has a status of 'Open'

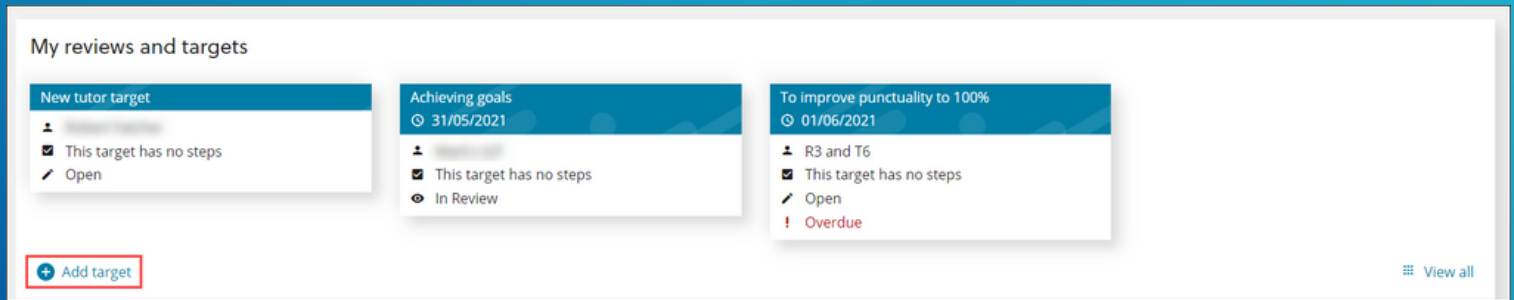
Up to three of your targets are displayed, ordered by due date.



You can view all of your targets by clicking the **View all** button

Add a personal target

1. Click the **Add target** button.



The new target screen is displayed.

A screenshot of the "Enter a target title" form. The form has a title input field, a "Due date" dropdown menu, and a "Status" dropdown menu with options "Open" and "Personal". Below these is a "Steps" section with a plus icon and an "Actions" section with a "Save changes" button.

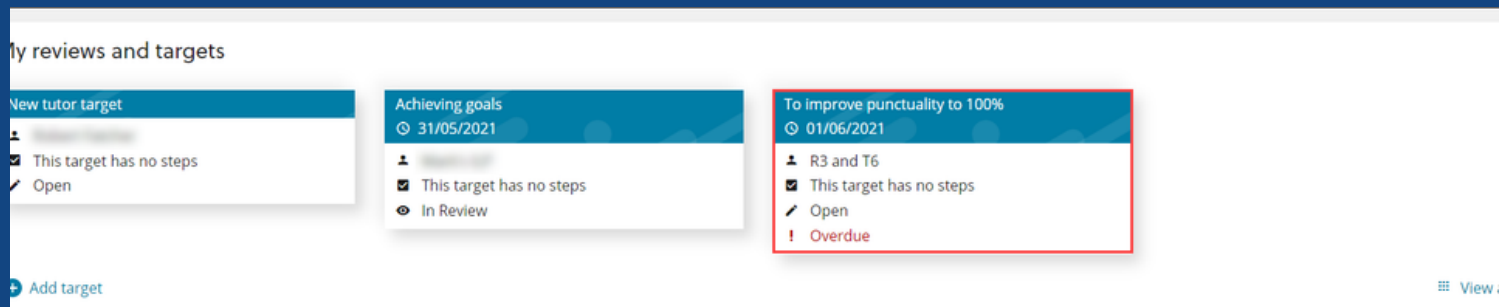
2. Enter the relevant target information

Field	Does this...
Enter a target title	The title of the target. The field is mandatory.
Due date	The date the target is due. Select the relevant date from the calendar.
Status	The status of the target (for example: Open, In Review, Overdue and so on) New personal target default to open.
Steps	The target steps Click the + button to add a target step, up to a maximum of five The target step field is mandatory.

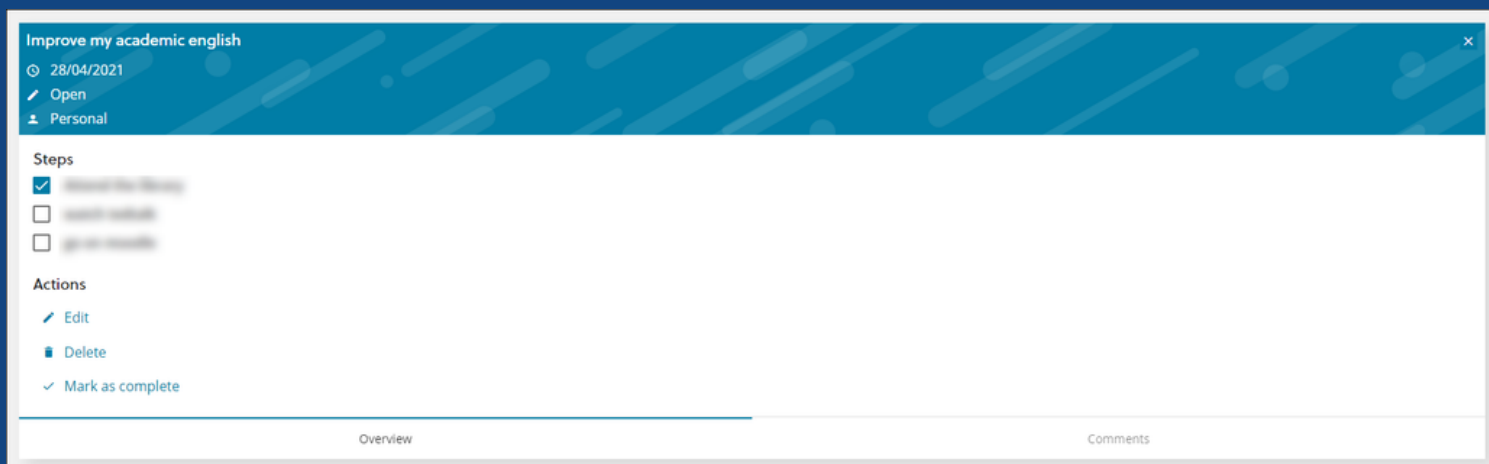
3. Click **save changes**.

Edit a target

1. Click the relevant target.



The overview tab is displayed for the relevant target.



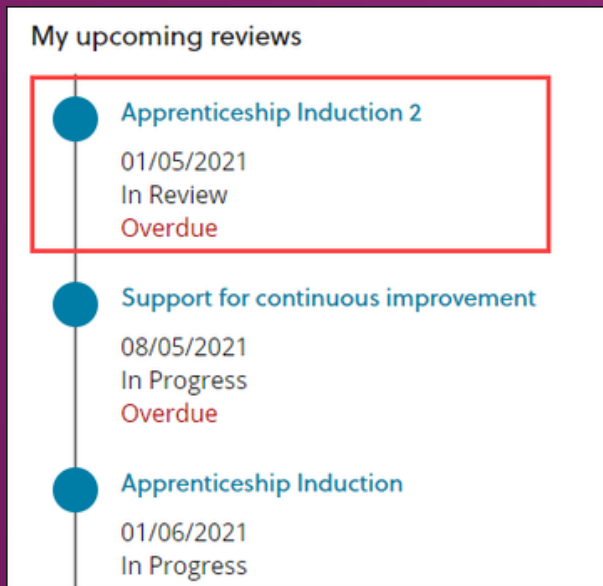
2. Edit the relevant information.

Field	Does this...
Target description	The target description, including title, due date and status.
Steps	The target Steps. Click the relevant step to mark as complete
Edit	Enables you to edit the target so that you can change the target title, due date, and add, remove or update individual steps
Delete	Delete the target (personal targets only)
Submit for review	Submits target to the relevant tutor for review
Mark as complete	Marks the target as complete (personal target only)

3. Click the **comments** tab to view or add new comments .

Carry out a review

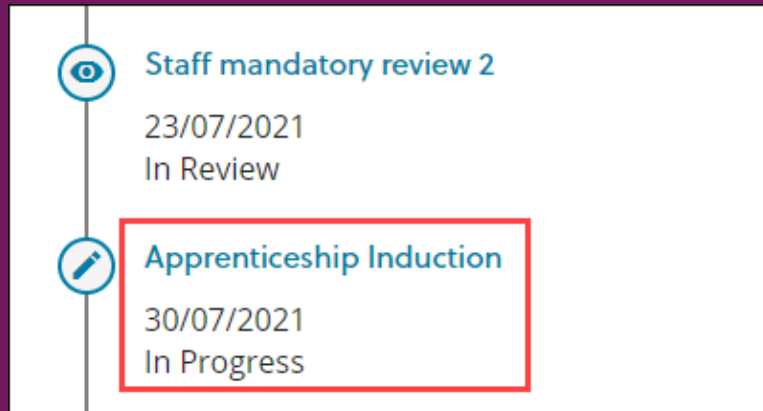
Information for each current and outstanding review is displayed in the **My upcoming reviews** section.



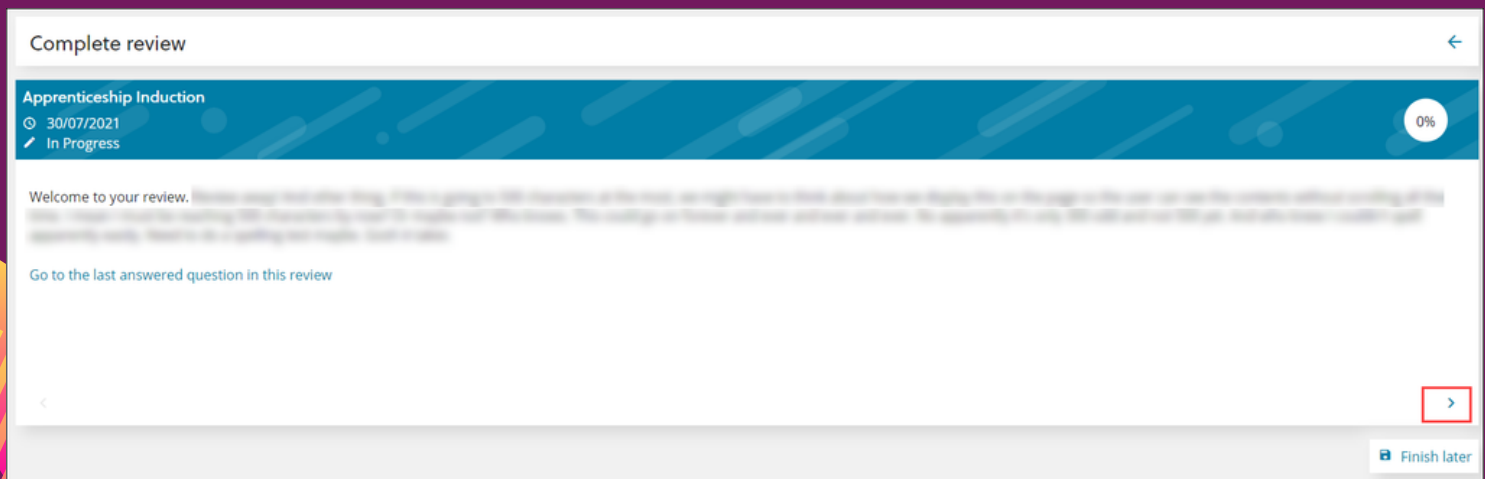
Review information includes:

- Review title
- End date
- The review status (In Progress, In review and so on)
- An 'Overdue' warning, if the review is past the relevant due date and has a status of 'Open'

1. Select the relevant review from **My upcoming reviews** section.



2. Click the **right arrow** button to progress the review



3. Use the relevant control (For example: slider, radio buttons, drop-down, calendar, text box, number, time or check boxes)

4. Click the right arrow to progress the review and save your answer.

The screenshot shows a 'Complete review' window for 'Apprenticeship Induction'. The progress bar is at 40%. Under 'Learner Comments', there are five radio button options: Satisfied, Somewhat satisfied, Neutral, Somewhat dissatisfied, and Dissatisfied. Below this is a text input field labeled 'Enter a comment...'. At the bottom right, there is a right-pointing arrow button highlighted with a red box, and a 'Finish later' button.

5. Repeat step 3 until completion. If you are unable to complete the review, click the **Finish Later** button at any point.

The screenshot shows the 'Complete review' window at 100% completion. The message 'That's all for the review.' is displayed. At the bottom right, there are two buttons: 'Finish later' and 'Send to tutor', with the latter highlighted by a red box and a blue arrow pointing to it.

6. Click the send to tutor button if you are ready to complete the review.

7. Click the left arrow button to return to the **My reviews and targets** screen.