

MY REVIEWS & TARGETS



Rebecca Morgan
Learning & Progression Coordinator

LEARNER PORTAL HOMEPAGE

The screenshot displays the Learner Portal Homepage. At the top, there are six performance metrics: Attendance (81%), Internal Attendance (67%), Punctuality (97%), At Risk (0), Target (1), and Reviews (2). Below these is a greeting: "Prynhawn Da / Good Afternoon, Darth!". A row of five icons represents different sections: My Timetable, My Wellbeing, My Progress, My Reviews and Targets, and My Literacy & Numeracy. Below this is an "Application Progress" section for "AS Advanced Level Programme Yr1 FT - 24/25". The progress bar shows five stages: Application Submitted (completed), Interview Booked (in progress, with a note "We will contact you for an interview"), Offer Made, Offer Accepted, and Enrolment Complete.

Metric	Value
Attendance	81%
Internal Attendance	67%
Punctuality	97%
At Risk	0
Target	1
Reviews	2

Prynhawn Da / Good Afternoon, Darth!

[My Timetable](#) [My Wellbeing](#) [My Progress](#) [My Reviews and Targets](#) [My Literacy & Numeracy](#)

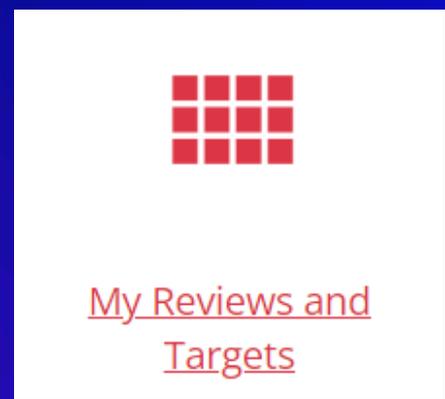
Application Progress

AS Advanced Level Programme Yr1 FT - 24/25

Application Submitted (✓) Interview Booked (!) Offer Made Offer Accepted Enrolment Complete

We will contact you for an interview

Click on My Reviews and
Targets icon.



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

My Applications

My Offers

My Qualifications

My Evidence

My Inbox

My Report History

My Data Protection

My Enrolments

My Literacy & Numeracy

My Marks

My Timetable

My Exam Timetable

My Access Arrangements

My Photo

My reviews and targets

Literacy Target - Punctuate Correctly

🕒 20/12/2024

👤 Personal Target

✅ 0/3 steps completed

✏️ Open

+ Add target

My upcoming reviews

📌 First Experience Survey

30/06/2023
Overdue

[View my completed reviews](#)

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

View your target



Add a Literacy & Numeracy target



Edit a target

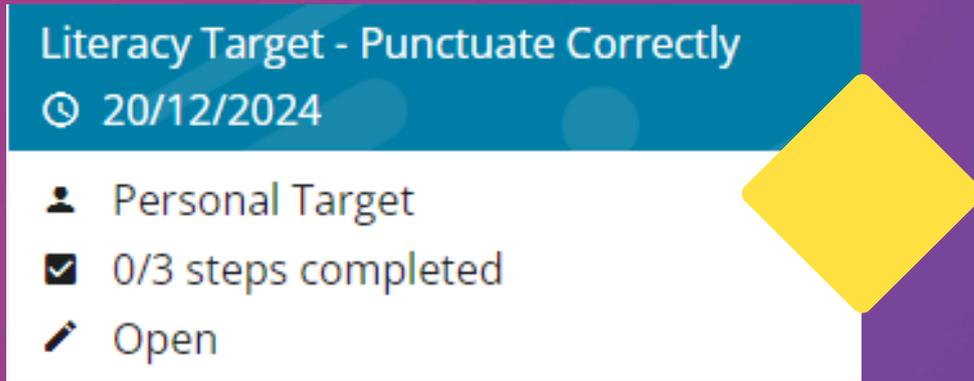


Carry out a review
ILP / Survey



View your target

Target information is displayed in a tile



Literacy Target - Punctuate Correctly

🕒 20/12/2024

👤 Personal Target

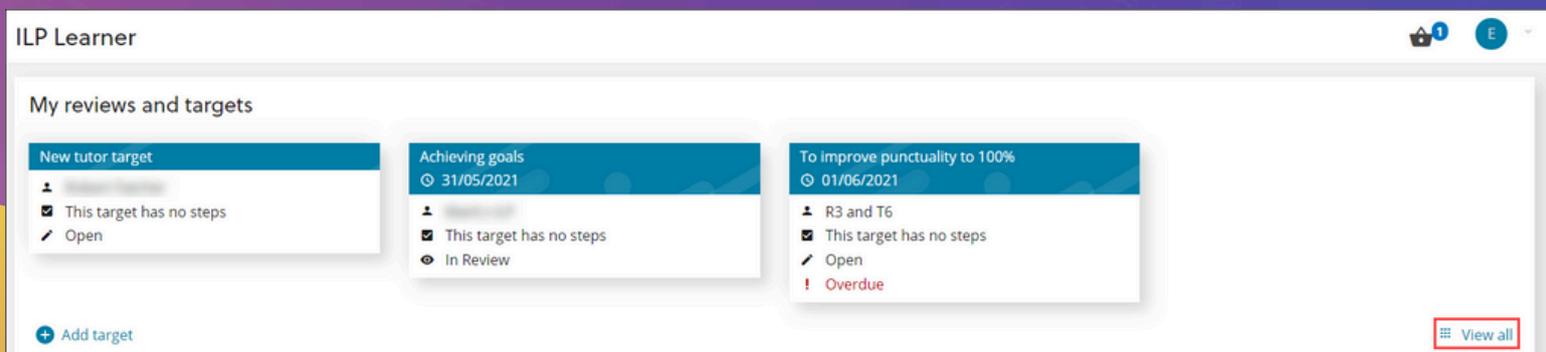
✅ 0/3 steps completed

✍️ Open

The target tile displays the following information:

- Target title
- Due date
- Target type (for example: 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.



ILP Learner

My reviews and targets

New tutor target

👤 [Redacted]

✅ This target has no steps

✍️ Open

Achieving goals

🕒 31/05/2021

👤 [Redacted]

✅ This target has no steps

🕒 In Review

To improve punctuality to 100%

🕒 01/06/2021

👤 R3 and T6

✅ This target has no steps

✍️ Open

! Overdue

+ Add target

View all

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

How to add a Literacy a Numeracy Target

My reviews and targets

Literacy Target - Punctuate Correctly

20/12/2024

Personal Target

0/3 steps completed

Open

+ Add target

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

2. In "Enter a target title", type in one target for each skill (Literacy / Numeracy) that coincides with the main category that has been identified as an area of development on your WEST Learning Plan

Enter a target title

Due date(DD/MM/YYYY)

Literacy Target - Punctuate Correctly

Open

Personal

Details

Additional information

Steps

*Enter target step

Actions

Save changes Cancel

Learning plan:

Well done, Catherine Davies. Your initial assessment result was Level 2. Below are some activities for you to work through to improve your skills and reach your target. Your current level is: Level 2 Your target level is: Level 2

	ENTRY 1	ENTRY 2	ENTRY 3	LEVEL 1	LEVEL 2
Punctuate correctly	■	■	■	■	■
Capital letters	■	■	■	■	■
Accurate writing (Cats)	■	■	■	■	■
Capital letters	■	■	■	■	■
Punctuation	■	■	■	■	■
End of sentence punctuation	■	■	■	■	■
Accurate writing (Cats)	■	■	■	■	■
Punctuation	■	■	■	■	■
Punctuation	■	■	■	■	■
Use correct grammar	■	■	■	■	■

For example, in the screenshot above 'Punctuate correctly' is a main category. You should work systematically through the learning plan.

3. Set a due date: Target 1 – 20/12/2024 Target 2 – 11/04/2025 Target 3 – 20/06/25

4. In the details box, state what your current skills level is of the chosen topic. Your current skill level is outlined in a box below the category headings on your WEST learning plan.

Literacy Target - Punctuate Correctly

20/12/2024

Open

Personal

Details

Current skills level - Entry Level 3

Steps

*Enter target step

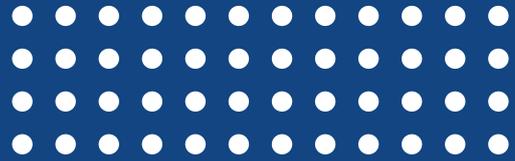
Actions

Save changes Cancel

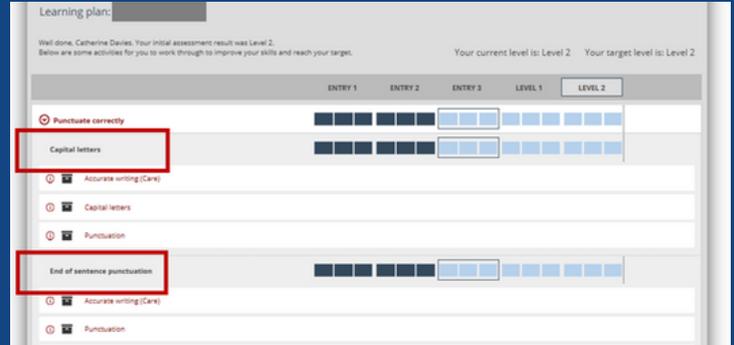
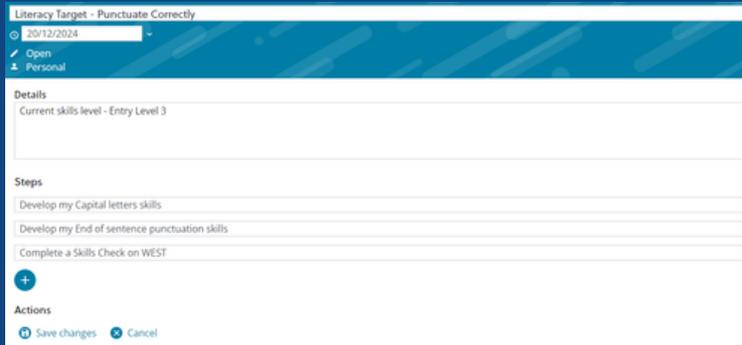
Well done, Catherine Davies. Your initial assessment result was Level 2. Below are some activities for you to work through to improve your skills and reach your target. Your current level is: Level 2 Your target level is: Level 2

	ENTRY 1	ENTRY 2	ENTRY 3	LEVEL 1	LEVEL 2
Punctuate correctly	■	■	■	■	■
Capital letters	■	■	■	■	■
Accurate writing (Cats)	■	■	■	■	■
Capital letters	■	■	■	■	■
Punctuation	■	■	■	■	■
End of sentence punctuation	■	■	■	■	■
Accurate writing (Cats)	■	■	■	■	■
Punctuation	■	■	■	■	■
Punctuation	■	■	■	■	■
Use correct grammar	■	■	■	■	■

The example above shows that the learners current skill level for 'Punctuate correctly' is Entry 3.

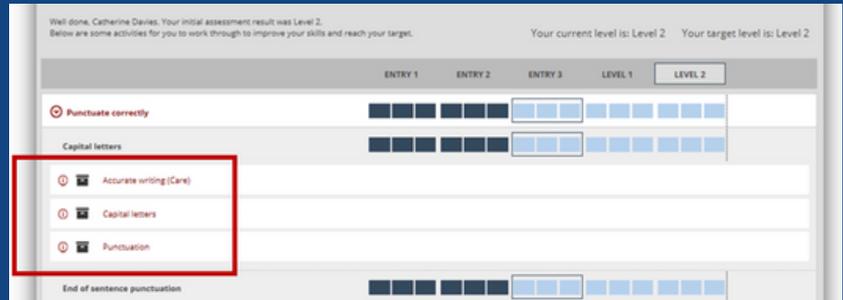
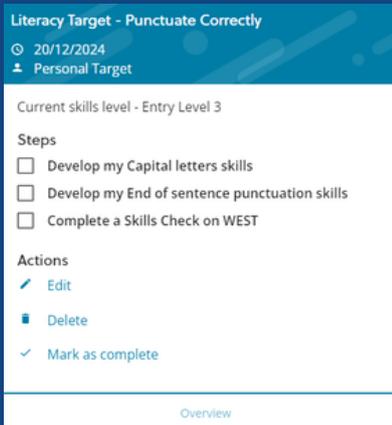


5. Using the WEST Learning Plan identify the subcategories that need to be focused on to allow development of the main category. You must enter these subcategories into the "Steps" section



For example, in the screenshot above, 'Capital letters' and 'End of sentence punctuation' are subcategories of the main category 'Punctuate correctly'.

6. Your last step should be, complete a skills check. WEST will automatically assign a Skills Check to your learning plan for a main category once you have visited at least one activity in each subcategory. You will complete the Skills Check on WEST.



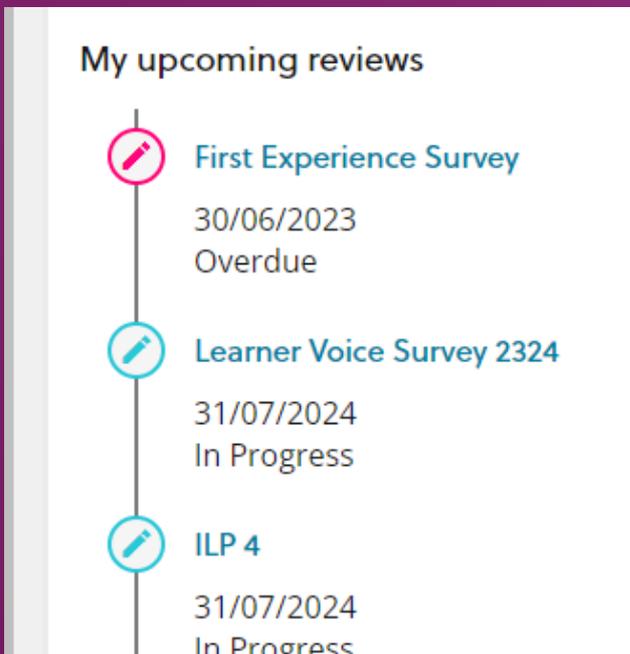
For example, in this screenshot, 'Accurate writing (Care)', 'Capital letters' and 'Punctuation' are activities.

7. Once you have completed all the steps. You can mark the target as complete



Carry out a review - ILP / Survey

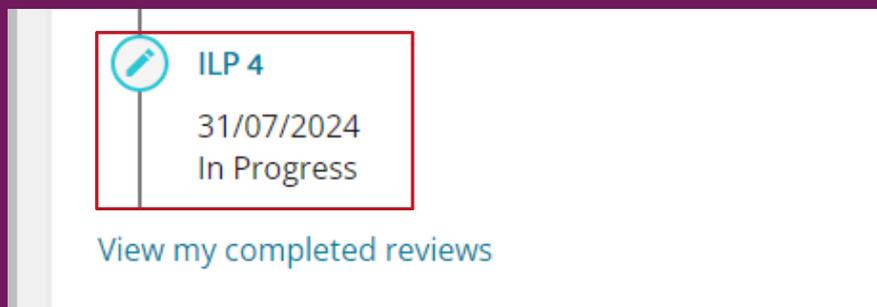
Information for each current and outstanding review is displayed in the **My upcoming reviews** section.



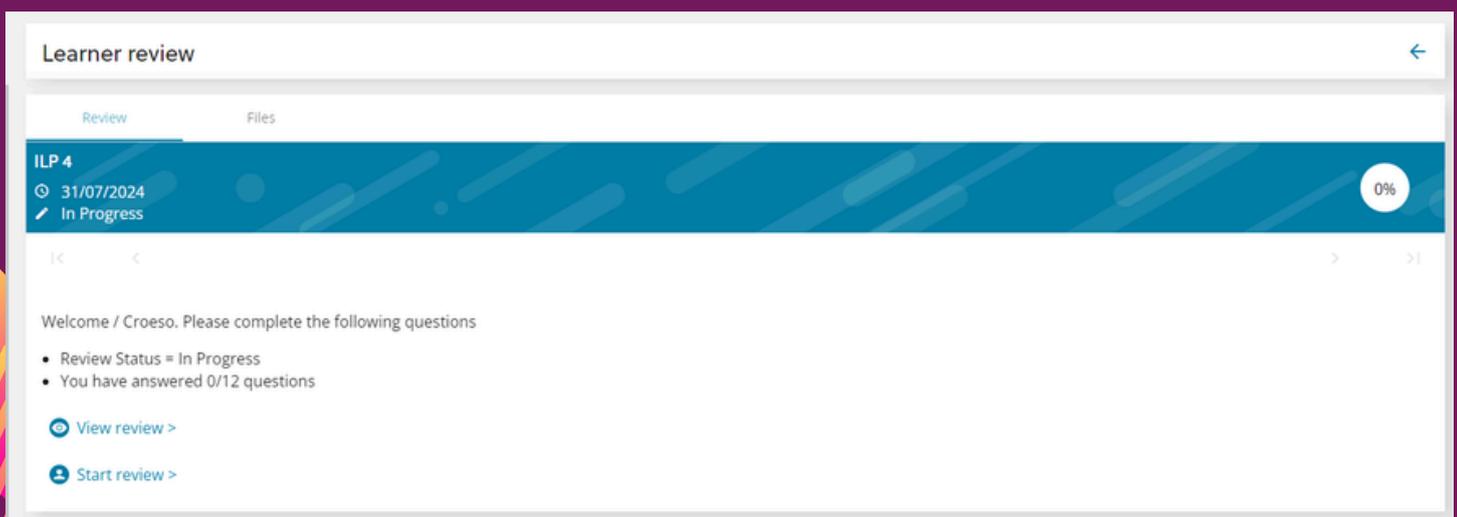
Review information includes:

- 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.

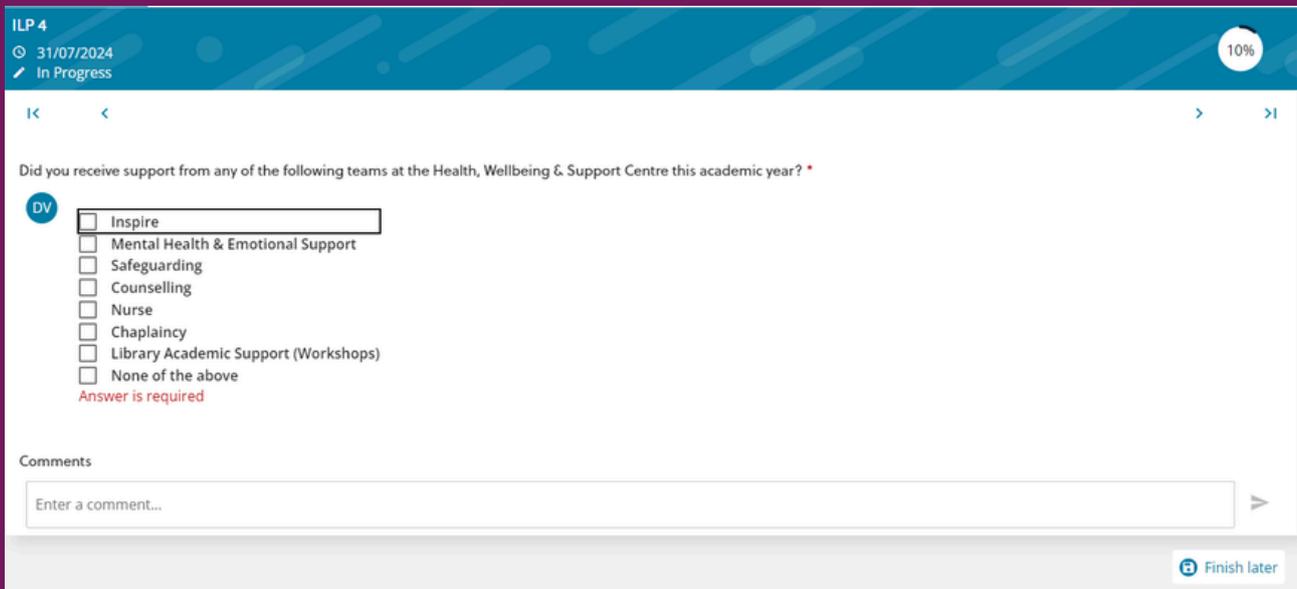


2. Click start review then the **right arrow** button to progress the review



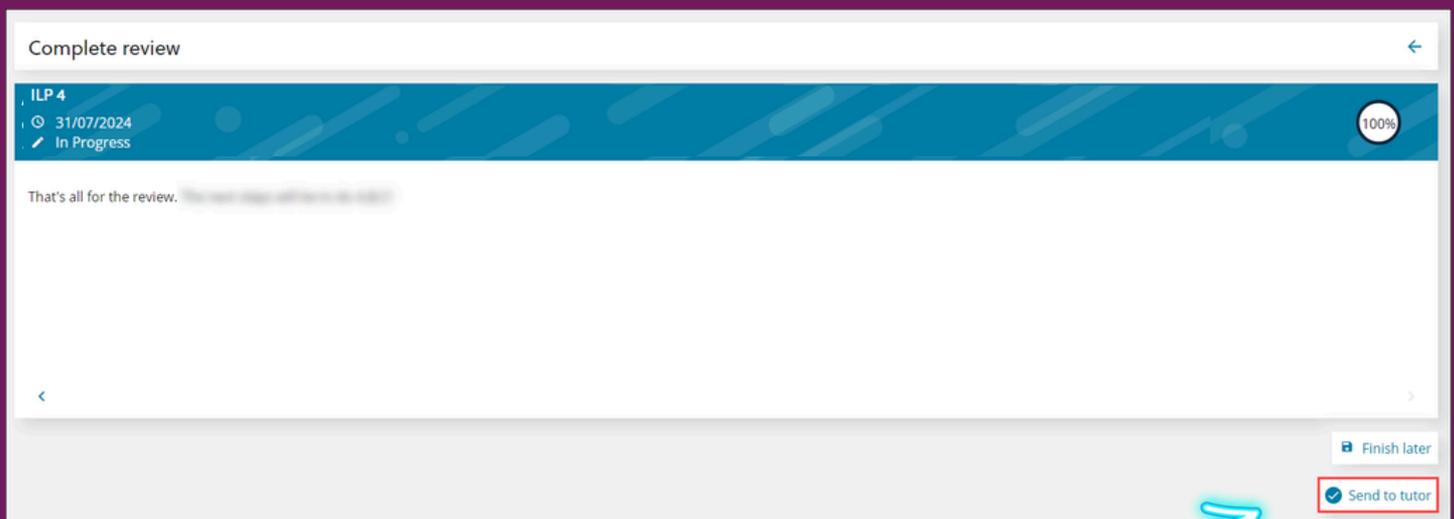
3. Use the relevant control (For example: slider, radio buttons, drop-down, calendar, text box, number, time or check boxes)

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



The screenshot shows a mobile application interface for a review. At the top, it says 'ILP 4' with a date '31/07/2024' and 'In Progress' status. A progress indicator shows '10%'. The main question is 'Did you receive support from any of the following teams at the Health, Wellbeing & Support Centre this academic year?'. Below this is a list of teams with checkboxes: Inspire, Mental Health & Emotional Support, Safeguarding, Counselling, Nurse, Chaplaincy, Library Academic Support (Workshops), and None of the above. A red message 'Answer is required' is visible. At the bottom, there is a 'Comments' section with a text input field 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' screen. It has a blue header with 'ILP 4', the date '31/07/2024', and 'In Progress' status. A progress indicator shows '100%'. The main text says 'That's all for the review.' At the bottom right, there are two buttons: 'Finish later' and 'Send to tutor'. The 'Send to tutor' button is highlighted with a red box, and a blue arrow points 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.