NDIS PARTICIPANT LEARNING PROGRAM

INITIAL PLANNING TOOL

|  |  |
| --- | --- |
| What does the participant want to achieve? |  |
| How much time [funds] do they want to contribute to the learning? Current per hour is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| How do they want to learn? [tick all that apply] | [ ]  One to one tutoring [ ]  On-line learning [ ]  Guidance materials [written] |
| What are the participants existing skills in the area? |  |
| What are the most important topics for the participant? |  |
| Does the participant need help with LLN?If yes, describe |  |
| What resources are needed? |  |
| Other considerations |  |
| When will the program plan be finished for the participant to review and sign the Service Agreement/ Booking? |  |

SAMPLE LEARNING PLAN

|  |  |  |  |
| --- | --- | --- | --- |
| LEARNING OUTCOMES | METHODOLOGY | RESOURCES | TIMEFRAME |
| To be able to use a search engine to access information on the intranetTo be able to do this without compromising personal and information safety* Access intranet
* Set up search engine
* Configure search engine
* Use
 | Provide face to face tuition linked to step by step handouts which the participant can use to practice each stage of the learningAssist participant to access suitable on-line tutorials | [Digital Tech Hub](https://www.digitaltechnologieshub.edu.au/)[IDCL](http://www.icdlasia.org/) Digital Citizen Syllabus – Online Essentials[Goodwill Community Foundation](https://edu.gcfglobal.org/en/) – Online tutorials and resourcesHandouts[Staysmart Online](https://www.staysmartonline.gov.au/) |  |
| To be able to send and receive emails* Set up an email account
* Create and send basic email
* Reply to an email
* Attach items to emails
* Configure email account
* Maintain inbox
 | Provide face to face tuition linked to step by step handouts which the participant can use to practice each stage of the learning | Handouts for main steps for ongoing useGoogle or similar free email platform |  |
| To be able have and use an Opal card for public transport* Apply on line for an Opal card
* Activate the card
* Use an Opal card on transport
* Set up an auto top-up
* Check Opal card balance on vehicle or on-line
 | Provide face to face tuition linked to step by step handouts which the participant can use to practice each stage of the learningDemonstrate tapping on and off the transport from the participant wishes to useAccompany participant to observe proper consistent use of the system | [Opal website](https://www.opal.com.au/)Handouts to re-inforce use of cardAssistance of person responsible if needed to help set up auto top-up |  |