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**Annex I**

Participant progress form

**For participants and project staff to complete**

We need to keep a record of:

* when and for what purpose you are accessing the project and
* how the activities you are engaged in are helping to address your development needs.

We’ll also need to retain things like attendance sheets, course notes, submitted work and other relevant information to show that you are progressing through the project and that this is in line with your personal action and development plan.

Both you and a member of the project staff will need to sign parts of this form.

**Complete further copies of this form as appropriate.**

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| **Organisation:** |  |

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| --- | --- |
| **Participant name:** |  |

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| --- | --- |
| **National Insurance number:** |  |

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| --- | --- |
| **Customer Reference number:** |  |

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| **Start date with project:** |  |

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| **Date progress form was first completed:** |  |

Part one: Your attendance

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| **Activity undertaken** | **Date** | **Time spent on activity** | **Participant signature** | **Project officer signature** |
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| **Activity undertaken** | **Date** | **Time spent on activity** | **Participant signature** | **Project officer signature** |
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Part two: Your development

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| **Objective or Action** | **Any updates?** | **By who?** | **By when?** | **Review date** | **Completed?** | **Participant signature** | **Project officer signature** |
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| **Objective or Action** | **Any updates?** | **By who?** | **By when?** | **Review date** | **Completed?** | **Participant signature** | **Project officer signature** |
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