

## Completing the Learning Plan

A learning plan is a personalized action plan, between an employer and a participant, designed to help set and meet work related learning objectives.

The attached template is an example. The Learning Plan document must be signed by both the participant and the employer and sent to ICTC at time of application.

Methods for completing the learning plan:

1. Identification of job skills required in any one or all four of the ICTC's ICT Competency Profiles framework (example shown on the attached form) – **Column 1 on example template attached**
2. Identification of Participant's competencies in the four clusters acquired before start of internship
  - a. Formal education
  - b. Past experienceList the major competency in one or all four clusters that was the reason the participant was hired. **Column 2 on example template attached.**
3. Identification of short term objectives (period of internship)  
List objectives related to the gap between skills required (1) and already acquired skills (2). – **Column 3 on example template attached.**
4. Identification of the learning plan of how the objectives will be attained.  
List the learning activities that will ensure the objectives are attained by end of the internship. **Column 4 on example template attached.**
5. At mid term coinciding with a subsidy payment and the interim evaluation identify progress, achievements and learning plan results for each of the objectives identified. **Column 5 on example template attached.**
6. At the end of internship coinciding with last subsidy payment and final evaluation identify results of participant's learning plan describing improved skills development. – **Column 6 on example template attached.**

### Helpful References/tools

Visit [www.ictc-ctic.ca](http://www.ictc-ctic.ca) for skills definitions in the ICT Competency Profiles framework and the Human Resources tools (Self-assessment tool, Human Resources Guide and the Job Profiler)