**Learner Plans and Leaving Reports**

**Learner Plan Ideal**

**Categories**

* All Learner Plans (LPs) to contain the same categories regardless of course. Options are NA, or number 10-90 (Global Scale). Once published, any NA marked categories are not visible on published plan.

Categories

Spoken Fluency

Grammatical Accuracy

Vocabulary Range

Vocabulary Accuracy

Pronunciation

Writing

Reading

Listening

Presentations

Negotiations

Meetings

Exam Skills

**Level Descriptors**

* When published, only relevant level descriptor appears
* Level Descriptor chart visible converting GSE score to CEF with descriptor.

e.g.

Spoken Fluency

85+ (C2 Proficiency Level) Natural, effortless, unhesitating flow; almost native speaker

76-84 (C1 Advanced) Fluent, spontaneous, almost effortless flow

67-75 (B2+ Pre-Advanced) Spontaneous and reasonably fluent even in longer complex speech

59-66 (B2 Upper-Intermediate) Fairly even flow with few noticeably long pauses

51-58 (B1+ Intermediate) Relative ease of expression, despite some pauses

43-50 (B1 Low intermediate) Can keep going, though pauses often

36-42 (A2+ Pre-Intermediate) Can talk on familiar topics in short exchanges; lots of hesitation and false starts

30-35 (A2 Elementary) Manages very short interactions; searches for words a lot

20-29 (A1 Pre-Elementary) Can manage very limited interactions on a few familiar topics

10-19 (Beginner) May know some words and phrases but cannot manage verbal communication

**Recommendations Box**

* Remains as is, but renamed “Comments and Recommendations”

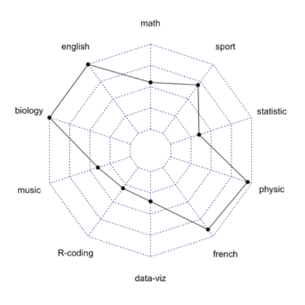
**Overall Level Box** (10-90)

* NOT linked to update SW account level (which is used for internal purposes) *but* does inform final level on Leaving Report.

**Other points**

* Learner Plans should appear on Learner Portal under DOCUMENTS (Not Questionnaires). Or, if this is not possible, the “Questionnaires” tab should be renamed “Feedback”
* Could we have grid from the Leaving report also appear on the Learner Plan?
* Must be either 1 page or neatly/clearly divided into multiple pages without splitting tables etc.

**Leaving Report Ideal**

* All level info (including overall level) comes from Learner Plans, not SW account level.
* Could we have the grid replaced by a spider chart? 10-90 scale?
* 

If not, can grid use bars as currently, but with 10-90 scale. Add back the overall level bar at top (maybe bolder/bigger), or as an overall level at the finish point as a vertical line through the bars showing average.

* Overall level appears at top (10-90) with descriptor, and equivalent scales.

eg. Level: 45 (B1 Low intermediate)

* Confidence markers back on (start and end of course) – only if student completed PCQ and feedback
* Must be either 1 page or neatly/clearly divided into multiple pages without splitting tables etc.
* Can we add an option to leave a separate comment on Leaving report (manual entry, only if specifically requested). Not visible if empty.

**Both documents (once published) must look nice (Can anything be done with Tableau?).**

**Equivalent LP for Voice training (different categories).**