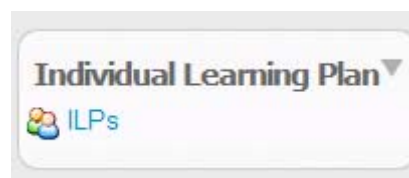


Introduction to your Individual Learning Plan (ILP)



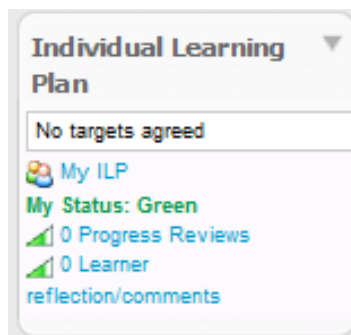
The ILP is primarily your document. It will help you to create a personalised learning plan and set yourself learning goals. You share the ILP with your tutors and learning coach. Through the ILP you agree to a learning commitment, set targets and record progress to achieve your intended outcomes during your time at NMIT. Your ILP and the discussions you have with your Learning Coach or main tutor will enable appropriate and successful academic progress. You, your learning coach, your tutors and the learning support tutors have access to your ILP. NMIT administrators may collect data about the ILP usage, but this will not include the content of the ILP.

The ILP consists of four parts:

1. **Student information** – details about yourself and your learning commitment
2. **Targets** – set ***SMART** targets to help keep yourself on track
3. **Progress reviews and Learner reflection/ comments** – comments from yourself and your learning coach to keep you on task.
4. **Course reports** – only your course tutors and you can add course report comments.

***SMART – Specific, Measurable, Achievable, Realistic, Timely**

Your tutor/ coach will direct you to your online or paper based ILP. This guide focuses on the Online ILP.



How to see your online ILP

This is an electronic way to track your progress online and monitor your improvement as a student. You can access your ILP from your My courses page on NMIT Online. You can login and view your ILP from any home or campus computer (refer to separate instructions for logging into NMIT online)

Click on the 'My ILP' link in the top left hand corner of your screen and you will be taken to your ILP page. From here, you can:

- Edit your **personal details** by visiting your profile page
- Enter your Learning Coach, Tutors names, Learning Commitments, Learning Successes and Potential Barriers to success in **Student Information**
- Set **SMART** targets for yourself on '**My Targets**'
- Discuss progress with your learning coach in **Progress Reviews**
- Post your thoughts about your learning in **Learner reflections/ comments**
- Summarise your achievements and challenges in **Course Comments**

Using the ILP gives you a new way to track your progress during your time at NMIT.

Student Status

This feature is only available in the online ILP, your learning coach or tutor will give you a status either green, amber or red after a scheduled progress review.

Green - the default setting, everything is going well


Amber - a warning colour, a target or other aspect of your study progress needs attention

Red - there is problem with a missed target, course deadline or some other aspect of your study progress

NMIT Online ▶ My ILP

Individual Learning Plan for: **Graham Bell (My Status: Green)** [Edit this section in your profile](#)

Personal Details

 Email address: graham-bell2@live.nmit.ac.nz
Address:
Phone:
Department: Flexible Learning
Current study programme:

Your ILP is a personal document where you and the people who teach you can record discussions about how your study is progressing. Only teaching and learning & study support staff can read what you write here, not other students. Confidential things should be raised directly with your tutor or learning coach.

Description: TEC Literacy & Numeracy Results: Learning Styles: [Do you know your learning style?](#)

My Information

Name of Learning Coach/Tutor: Current tutor(s):

This year my learning commitment is to:

Eg: the bigger picture (ultimate qualification (s), by when, in order to ?, how - what next steps this year, to graduate with what at the end of this year)

Past Learning Successes:

- .
- .

Past / Potential Challenges to Learning Success:

- .
- .

[Edit](#)

My Targets

[Add new target](#)

Progress Reviews

Learner reflection/comments

[Add Learner reflection/comment](#)

Course Comments

Learning Support Services (Learning Support Services)

REO101 Tuara 1 (Whole Year - 2009) (REO101_WY_09)

My Information

This section is to be set annually; it includes your overall learning commitment and past successes and challenges.

Progress reviews are only editable by your coach or tutor.

Learner Comments /Reflections this is a space for you to comment on your study, use this area when you have something to say that is not a target or action.

Course comments will be started by your tutor and then you are able to reply.

Comments you have an option to comment about any entry in your ILP.

At the start of the year you will receive an induction into NMIT Online and the ILPs will be demonstrated to you. Should you still need some extra help with any of these systems, ask your tutor or Learning and Study Support staff in the Library.