

A photograph of a spiral-bound notebook with a black metal spiral binding on the left side. The notebook is open to a page with horizontal lines. A silver pen with a gold-colored tip and clip is lying diagonally across the page. The background is a bright yellow color with a white diagonal stripe running from the bottom left to the top right. A large, semi-transparent red watermark with the word "Sample" is overlaid across the center of the image.

focus

Getting started

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Welcome

You are starting a module called

Getting started

You can work with your mentor/supervisor to fill in your **Centre Details** (page 4) and **One-Page Profile** (page 5).

Getting Started will show your learning goals (targets) and the other **Focus** modules you will follow.

To help you to think about your learning goals, you and your mentor/supervisor may find it useful to show things you like doing and things you would like to try by completing the activity boxes on pages 6-13.

You and your mentor/supervisor can complete the plans on pages 14-15.

The back pages in your **Getting Started** booklet are for you or your mentor/supervisor to complete and they will provide a record (summary) of all your achievements while undertaking further **Focus** modules.

Good luck in completing the Focus modules!





One-page profile

<p>I communicate by...</p>	<p>Picture or photo</p> <p><i>optional</i></p> 
<p>I like...</p> <p>I don't like...</p>	
<p>I can do these things on my own...</p> <p>I need help to...</p> <p>Help me by...</p> <p>If I get upset, support me by...</p>	
<p>I have already achieved...</p>	
<p>In the future, I would like to...</p>	

Communication skills

Things I like doing
✓

Things I would like to try
✓

Listening		<input type="checkbox"/>	<input type="checkbox"/>
Reading		<input type="checkbox"/>	<input type="checkbox"/>
Writing		<input type="checkbox"/>	<input type="checkbox"/>
Signing		<input type="checkbox"/>	<input type="checkbox"/>
Talking		<input type="checkbox"/>	<input type="checkbox"/>
Using symbols		<input type="checkbox"/>	<input type="checkbox"/>
Other ways to communicate (please describe)		<input type="text"/>	<input type="text"/>

Comments:

Other skills

Things I like doing
✓

Things I would like to try
✓

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Module plan

This page may be completed by the mentor/supervisor/candidate:

Learning goal(s)	Module(s)	Start date

Mentor/supervisor comments:

Mentor/supervisor signature:

Date:

Summative achievement record

Focus module	Start date	Completion date	Next steps	Mentor/supervisor signature

Sample

Other modules in the Focus series:

Communication: introduction	FOCUS02
Communication: progression	FOCUS03
Horticulture	FOCUS04
Independent living	FOCUS05
Meal preparation and cooking	FOCUS06
Money	FOCUS07
Numeracy: introduction	FOCUS08
Numeracy: progression	FOCUS09
Using computer technology	FOCUS10
Using leisure time	FOCUS11
Using transport	FOCUS12



FOCUS01/1