**Initial Assessment Record**

Tutors should use one learning plan per group/course. In the top section please enter:

* the course title and course code
* the start and end dates of the courses, plus the venue name
* the tutor’s name.

Under Outcomes of Initial Assessment:

* please enter all the names of the learners attending the course
* record outcomes of initial assessment for each learner e.g., previous knowledge and skills; learning style; individual goals; and additional support needs.

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| **Course title and code** | **Dates and Venue** | **Tutor** |
|  |  |  |
| **Outcome of initial assessment** |
| **Learners names**  | Tutor: for each learner record outcomes of initial assessment e.g., previous knowledge and skills; learning style; individual goals; additional support needs |
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