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| **Hampshire Learns**  **Tutor’s Course File Checklist** | ✓ |
| **Marked Register**  For each session record attendance and punctuality. For paper registers these should be initialled and dated by the Tutor. |  |
| **Information about the Course (HL03)**  e.g., course information leaflet and/or flyer, this should include course aims (Intent), learning objectives, and progression opportunities. |  |
| **Learner Induction Checklist (HL04)**  (Signed by Tutor) |  |
| **Planning documentation (Implementation) (HL05)**  Documentation should clearly identify:   * SMART objectives * Assessment; Differentiation; Resources * Opportunities for promoting Health and Safety; Safeguarding and Prevent; & Equality and Diversity * Embedding of English, maths, and British values (where appropriate) * Session plan review and evaluation (completed after each session) |  |
| **Recognising and Recording Progress and Achievement (RARPA) (Impact)**  This includes:   * Recorded detail on individual learners, including outcomes of initial assessment, prior knowledge, and skills, learning style and additional support needs (HL16a) * Recording learners’ progress and achievement against course objectives and individual learning goals, also to include attendance and intended destination (HL16b) * Recording initial assessment activities, tutor, and learner feedback (HL16c/e). |  |
| **Health and Safety Classroom / Activity Risk Assessments (HL02)**   * For sports/physical activity classes: additional health assessment for all learners (HL14) * Safeguarding considerations e.g., classroom environment (face to face and/or online) * Supported by centres own health & safety considerations/assessments in relation to infection control.   (Signed by Tutor, updated when appropriate) |  |
| **Safeguarding & Prevent Tutor Checklist**   * Completed |  |

**See VLE for templates of all curriculum planning and delivery, format must not be changed/adapted without the approval of the Development Manager (Quality & Assessment)**

[Course: Hampshire Learns (ACL) Course Templates (skillsandparticipation.co.uk)](https://www.skillsandparticipation.co.uk/course/view.php?id=356)