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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)
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| **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).
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| **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
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**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)