**Tutor Record of Learners’ Progress and Achievement of Learning Goals**

Please enter the full name of all the learners attending the course.

Tutors should insert the Learning Objectives (i.e., the skills and knowledge the learner intends to gain by the end of the course) or cross reference them to your curriculum plan. During the course, insert the date when a learner has achieved the intended learning objective, including individual learning goals when identified; leave the box blank where a learner has not achieved the intended learning objective by the end of the course. Where an intended learning objective does not apply to a particular learner please indicate with N/A.

Please then insert learner’s attendance as a percentage.

State Yes or No in the Achieved Objectives column to confirm that the learner has/has not achieved the learning objectives/individual goals (Course achievement is considered when 75% or more of learning objectives are met).

At the end of the course, state the learner’s intended destination using the relevant codes below, please avoid using N/A.

Please ensure achievement is recorded on your Course Register.

**Outcome codes are required for all** **learners**

|  |  |
| --- | --- |
| **Code** | **Descriptor** |
| A | Improved self-confidence or self-esteem |
| B | Prevented loneliness/isolation |
| C | Improved physical wellbeing |
| D | Improved mental wellbeing |
| E | Helped to cope with life changes  |
| F | New skill to stimulate mental activity |
| G | Improved outcomes for my family |
| H | Improved job prospects |
| I | Improved community involvement |
| J | Improved maths, English or digital skills |

**Tutor’s Record of Learners’ Progress and Achievement of Learning Objectives**

|  |  |  |
| --- | --- | --- |
| **Tutor Name:** | **Course Code:****Course Title:** | **Course Dates:** |
|  | Objective from CP | Objective from CP | Objective from CP | Objective from CP | Objective from CP | Objective from CP | **Individual Learning Goals:** | **Attendance (%)?** | **Achieved Objectives? Yes/ No** | **Outcome at the end of Course** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |