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

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.

Individual learning goals, please state yes or no for achievement – you do not need to write these out.

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 outcome code using the relevant codes below, please avoid using N/A, this information is required for funding purposes. Please only select one, if more than one is applicable then please put the most significant outcome.

Please ensure achievement is recorded on your Course Register.

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

1 Increased confidence

2 Improved skills for progressing to further learning

3 Improved skills for work

4 Improved essential skills

5 Improved ability to support a child’s learning

6 Improved physical health

7 Improved mental health and well-being

8 Improved skills to participate in community life

9 Increased understanding of democratic values

10 Improved skills for Independent Living

11 No outcome area 1-10 achieved

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 Code** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |