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| Hampshire AchievesTutor’s Course File Checklist (FS)  | ü |
| Marked RegisterFor each session record attendance and punctuality. For paper registers theseshould be initialled and dated by the Tutor. |  |
| Information about the Course e.g., course information leaflet and/or flyer, this should include course aims (Intent), learning objectives, and progression opportunities. |  |
| **Learner Induction Checklist**(Signed by Tutor) |  |
| **Planning documentation** (Implementation)Curriculum Plan/s documentation should clearly identify:* SMART objectives
* Assessment; Differentiation; Resources
* Opportunities for promoting Health and Safety; Safeguarding and Prevent; & Equality and Diversity and British Values
* Session plan review and evaluation (completed after each unit).
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| **Learner Records of Achievement and Progress** (Impact)This includes:* Recorded detail on individual learners, including outcomes of initial assessment, prior knowledge, and skills, learning style and additional support needs
* Recording learners’ progress and achievement against course objectives and individual learning goals (course tracking documents)
* Assessment records
 |  |
| **Confirm location of learner records:** CENTURY | Online Learning | English, Maths and ScienceEnglish and Maths: [MS Teams – Adult Functional Skills](https://teams.microsoft.com/l/channel/19%3Acv5ZdRiGJozqU1vVBx2q6O-lP5PsJHfJROntIK4zYio1%40thread.tacv2/General?groupId=aa03327b-bbeb-4148-b52d-606c57e9571e&tenantId=) |  |
| **Safeguarding & Prevent Tutor Checklist** * Completed and updated annually
 |  |
| **Health and Safety Classroom / Activity Risk Assessments** * Safeguarding considerations e.g., classroom environment (face to face and/or online)
* Supported by centres own health & safety considerations/assessments

(Signed by Tutor, updated when appropriate) |  |

**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: HA Quality documentation templates (participationandlifelonglearning.co.uk)](https://www.participationandlifelonglearning.co.uk/course/view.php?id=720#section-6)