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| **Hampshire Achieves Adult Tailored Learning - Tutor’s Course File Checklist** | **Tick** |
| **Marked Register**  For each session record attendance and punctuality.  For paper registers these should be initialled and dated by the Tutor. | Y/N |
| **Information about the Course (Intent)**  e.g., course information leaflet and/or flyer, this should include course aims (Intent), learning objectives (Implementation), and progression opportunities. | Y/N |
| **Learner Induction Checklist (HA04)**  (signed by Tutor) | Y/N |
| **Planning documentation (Implementation) HA05**  Documentation should clearly identify:   * SMART objectives * Variety of Assessment Methods; Differentiation; Resources * Opportunities identified for promoting Health & Safety; Safeguarding & Prevent, British Values, Equality & Diversity * Embedding of English & Maths (where appropriate) * Session plan reviewed and evaluated (completed after each session) | Y/N |
| **Recognising and Recording Progress and Achievement (RARPA) (Impact)**  This includes:   * Recorded detail on individual learners and course tailored to their needs; including outcomes of initial assessment, prior knowledge and skills, additional support needs, reason for learner attending the course (HA16a) * Recorded learners’ progress and achievement (impact) against course objectives and individual learning goals – to include attendance data and intended destination (HA16b) * Recorded the initial assessment and final assessment against the course objectives including tutor and learner feedback (HA16c /HA16e) | Y/N |
| **Health and Safety Classroom / Activity Risk Assessments**   * Safeguarding & Health and Safety considerations e.g., classroom environment - face to face and/or online (HA02) * For sports/physical activity classes: additional health assessment for all learners (HA14)   (Signed by Tutor, updated when appropriate e.g. change of classroom) | Y/N |
| **Safeguarding & Prevent Tutor Checklist / Continual Professional Development (SP01)**   * Completed & updated annually | Y/N |

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