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| Hampshire AchievesTutor’s Course File Checklist (FS) | ü |
| Marked Register For each session record attendance and punctuality. For paper registers these  should be initialled and dated by the Tutor. |  |
| Information about the Coursee.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). |  |
| **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 Science  English and Maths: MS Teams – Adult Functional Skills |  |
| **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)