**Initial Assessment Record**

Tutors should use one learning plan per group/course. In the top section please enter:

* the course title and course code
* the start and end dates of the courses, plus the venue name
* the tutor’s name.

Under Outcomes of Initial Assessment:

* please enter all the names of the learners attending the course
* record outcomes of initial assessment for each learner e.g., previous knowledge and skills; and additional support needs.

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| **Course title and code:**  | **Dates and Venue:**  | **Tutor:**  |
| **Learners names** | **Outcome of initial assessment** | **Additional support needs** |
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