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**Course Paperwork Guide 2020/21**

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| * **This guide lists all the essential course paperwork that a tutor will need to complete as part of their course. All forms will be found in the Course Paperwork section of the Portal**
* **H&S and risk assessments must to be undertaken for every course**
* **The portal also contains Registration and Outcome forms and guidance, as well as Tutor Resources and IAG information, and other supporting documents relating to Safeguarding, CPD etc.**
* **The documents listed below are essential for Skills and Employment (S&E) Quality Audit purposes**
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| **Form** | **Description** | **Who needs to complete it?** | **Where does it go and when?** |
| Course Notification | **Mandatory**Tutors to complete every section of this form to inform S&E of start/end dates, number of sessions, venue address etc. | Tutor | It is essential that this form should be returned by email to the Quality Team (Bethan Colburn) at the beginning of each term or no later than 2 weeks before the start date of each course.Bethan.colburn@cheshirewestandchester.gov.uk  |
| Course Register | **Mandatory**Registers are important documents and must be completed at the beginning of each session. Please check that all details on the register are accurate. Registers are a key document, forming part of the Course File and are retained for audit.**NB. In order to protect learner personal data – please do not allow learners to sign themselves in on the register** | Tutor | Registers must be fully completed and uploaded to CRYPTEX regularly during the course.The final version of the register must be uploaded to CRYPTEX at the end of the course. |
| Scheme of Work and Risk Assessment | **Mandatory**Tutor to complete key teaching and learning aims for each week of the course that build progressively on skills levels acquired in previous weeks. Scheme of Work also refers to Course Goals set for the course and notes at which point in the course they will be achieved. Tutors are required to complete the Key Components and Course Related Skills sections. This form also asks the tutor to carry out a risk assessment for their course and to set out control measures to minimise risk. | Tutor for each course | Emailed to the Quality Team no later than 2 weeks before the start of the course. There is no need to re-send this Scheme of Work for multiple courses running in the same academic year unless it has been updated. Bethan.colburn@cheshirewestandchester.gov.uk |
| Session Plans | **Mandatory**Tutor to complete one for each session to ensure everything is planned prior to session taking place. Many tutors will have your own versions in place. If a tutor decides to use their own template, the S&E requirements must be incorporated within it. | Tutor | Session Plans must be fully completed and a sample of them uploaded to CRYPTEX at the end of the course.For courses longer than 4 sessions, please send a minimum of 2 sample session plans. |
| Combined Session, Plan Scheme of Work and Risk Assessment | **Mandatory**For Workshops/taster session/courses up to one day in length. This replaces the need for separate Session Plan and Scheme of Work. | Tutor | This document must be uploaded to CRYPTEX at the end of the course |
| Induction Checklist (West) | **Mandatory**This is the formal introduction to the programme. It provides an opportunity for tutors to inform learners of expectations and advise them of their basic entitlements e.g. they need to know that we are committed to their safety and wellbeing and they need to be re assured that if they experience any abuse or discrimination their concerns will be taken seriously and acted upon. Learners must sign that they have been inducted. | Tutor and Learner | For longer courses, this checklist forms part of the ILP. For workshops and taster sessions, there is a separate Induction Checklist.It is essential that all learners sign the Induction Checklist once they have received their induction. They will later be asked to confirm they received a full induction on their learner feedback forms.For longer courses, Induction Checklists will be uploaded to CRYPTEX at the end of the course within the sample ILPs.Please attach Induction Checklists for taster courses and workshops to the ILP. |
| Group Progress Tracking Sheet | **Mandatory**This document is a requirement for courses that last longer than one day. The tutor should keep it up to date by recording individual learner progress towards each course goal.The documents is evidence of tutor’s formative assessment. | Tutor | This document must be uploaded to CRYPTEX at the end of the course. |
| ILP (appropriate to course)1.Workshop and Taster - <4 hours2. Mid 5-9 hours3 Longer courses 10+ hours | **Mandatory**The ILP demonstrates that a course complies with the Recognising and Recording Progress and Achievement (RARPA) process. It allows learners to monitor their progress and identify their achievements.ILPs are a tool to help plan, teach, monitor and evaluate learner progress. They are learner documents and are essential in the recording of the learner journey. Therefore, it is essential that they are fully utilised by both the tutor and the learner. It should help learners to see how they are doing in order to progress further and how they will be supported during the course. | Tutor and Learner | Samples of these documents must be uploaded to CRYPTEX at the end of the course.3 to 5 learners on course – sample of 2 ILPs6 to10 learners on course – sample of 4 ILPs11 plus learners on course – sample of 6 ILPs |
| Learner Feedback | **Mandatory**This is the learners’ end of course review and provides an opportunity for them to let us know what aspects of the course worked well and what needs to be improved.All aspects of learner feedback will be recorded and closely monitored by the S&E Team. Learner feedback is essential to the planning of future courses and provide the basis for the termly performance reviews.  | All learners | **ALL** learner feedback forms are to be uploaded to CRYPTEX at the end of the course. |
| Tutor Course Review | **Mandatory**Tutors must reflect on and review strengths and areas for development following every course.  | Tutor | This document must be uploaded to CRYPTEX at the end of each course. |