**Writing Constructive Feedback – Guide for tutors**

**What Makes Feedback Effective?**

Tutor Feedback is effective if it helps learners make progress towards achieving their course targets. Statements like ‘Well done’ or 'Good job' are well meaning but don’t give learners this essential guidance on how they can improve and make further progress. So, for your feedback to be more effective try using a ‘feedback sandwich’ i.e. Compliment, Correct, and Compliment again.  Firstly, state what the learner did best, then talk about the area(s) that need improvement and finally close with a remark highlighting how the suggestions will help the learner achieve their target(s).

The following examples have constructive written feedback

**Fork lift course**

*You showed a good understanding of how to load a vehicle using a lift truck. When unloading the vehicle, you missed some of the steps required. Revise the steps again and practise unloading so you can fully operate the truck.*

**Needlecraft**

*Good planning of the design; however not all the colours of the yarns chosen match the plan. Chose the correct colours before you start stitching, so the finishing touch will match your planned design.*

**IT and English**

*Good use of tools to format the paragraphs of a formal letter. Remember to use the spellcheck to correct spelling so that the purpose of your letter is clear.*

**Maths**

*Well done, you are able to create clear and accurate graphs and charts. Don’t forget every graph/chart needs a title and axis labels. Can you think of a data collection scenario for each graph/chart?*

**Beauty**

*You measured and mixed the products of the facial mask really well. Be more careful when applying the mask around the eyes next time. Good application of a moisturiser to finish off the procedure.*