

For use on all courses

**Tutor Course Review 2023/2024**

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| **Office Use: Course ID** |  | | |
| **Course Title:** | |  | | | **Course Type:** | Community Learning | | |  |
| Regulated | | |  |
| **Tutor Name:** | |  | | | Non-regulated | | |  |
| Workshops/Taster (<5hrs) | | |  |
| **Number of Sessions:** | |  | **Start Date:** |  | Short Course (5-9hrs) | | |  |
| Long Course (10hr+) | | |  |
| **End Date:** |  |
| Learning hubs | | |  |
| **Venue:** |  | **Number of Learners feeding back:** | |  | **Did you have an OTLA or Walkthrough on this course?** | | | Yes/No | |

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| **Number of complaints received:** |  | **If complaints were received, were they reported to your Line Manager?** | Yes/No |
| **Number of accidents/near misses occurring:** |  | **Were any accidents/near misses occurring reported to your Line Manager?** | Yes/No |
| **Number of safeguarding incidents occurring:** |  | **Were any safeguarding incidents that occurred reported to your Line Manager?** | Yes/No |

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| **Mandatory Paperwork submitted** | **Please Tick** | **Comments/Issues** |
| Learner Registration forms |  |  |
| Course registration form |  |  |
| Course completion forms |  |  |
| Scheme of Work and Risk Assessment |  |  |
| Fully completed course register |  |  |
| ILPs, signed and all sections completed |  |  |
| Learner Feedback Forms, all sections completed |  |  |

**Comments from Learners** (summarise the contents of learner feedback forms)

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| **Strengths** | **Number of learners commenting** | **What could be improved?** | **Number of learners commenting** |
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| **Action Taken Regarding Strengths (if required)** | | **Action Taken Regarding Improvements (if required)** | |
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| **Tutor Evaluation, including any other learner feedback/skills development** |
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| **Tutor Reflection** |
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| **Provider Comment** | | | |
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| **Line Manager Signature:** |  | **Date:** |  |
| **Tutor Signature** |  | **Date:** |  |

V1 22/23



