

**Taster/Workshop/one day courses - Course Register/Completion form 24/25**

**Tutor**

**Initials:**

To be used for **workshops** and/or one day **Community Courses** only

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| --- | --- | --- | --- | --- | --- | --- |
| **Workshop/course Title:** |  | **Level:** | **Start Date:** | **End Date:** | **Start Time:** | **End Time:** |

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| **Tutor**  **Initials:** | **Provider Organisation:** | **Project code:** | **Venue:** |

**Note to tutor**: Please ensure that you complete all sections including targets set and achieved, completion and achievement.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Learner First Name** | **Learner Surname** | **Insert Attendance Dates** | | | | | | |
| **Attendance** | **Total targets set** | **Total targets achieved** | **Total personal targets set** (if any) | **Total personal targets achieved** (if any) | **Completed?** | **Achieved?** |
| (Example) Joe | Bloggs | / | 2 | 2 | 1 | 1 | 3 | YES |
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**Attendance Codes:**

/ – present

O – absent

Tutor signature:

Date:

V1 – 24/25