

**For use on all courses**

**Tutor Course Review 2024/2025**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Title:** |  | | | | | **Course Type:** | **Tailored Learning** |  |
| **Tutor Name:** |  | | | | | **Regulated** |  |
| **Start Date:** |  | **End Date:** | |  | | **Engagement (<2hrs)** |  |
| **Venue Name:** |  | | | | | **Workshops/tasters (<5hrs)** |  |
| **Number of Learners Feeding Back:** | | |  | | | **Short Course (5-9hrs)** |  |
| **Did you have an OTLA or Learning Walk on this course?** | | | | | Y/N | **Long Course (10hrs+)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

|  |  |  |
| --- | --- | --- |
| **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 |  |  |

|  |
| --- |
| **Tutor Evaluation – what went well, what needs to be improved etc.** |
|  |

|  |
| --- |
| **Tutor Reflection – e.g. actions taken to address improvements identified, including from learner feedback** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tutor Signature** |  | **Date:** |  |

V1 24/25