BwD Adult Learning (2020-21)

Course File Contents/Quality Checklist

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| **Course Title:** | **Course Code:** | **Tutor Name:** |

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| **Programme development information** | *Checked by Tutor* | *Checked by SDO**Comments – see reverse for more details* |
| 1. Course Information Sheet
 | [ ]  | [ ]  |
| 1. Venue, Resources, H&S Checklist
 | [ ]  | [ ]  |
| 1. Health & Safety Risk Assessment
 | [ ]  | [ ]  |
| 1. Background Information Sheet 20-21
 | [ ]  | [ ]  |
|  |
| On programme information  |
| 1. Enrolment Forms
 | [ ]  | [ ]  |
| 1. Scheme of Work (where applicable)
 | [ ]  | [ ]  |
| 1. Lesson Plans – **(collated from beginning to end of programme)**
 | [ ]  | [ ]  |
| 1. Register **(please check all sections are complete)**
 | [ ]  | [ ]  |
| 1. ILP & Progress Record sample (min of 3) **(Completed)**
 | [ ]  | [ ]  |
| 1. ‘Welcome to Learning’ booklet **(Learner Agreements)**
 | [ ]  | [ ]  |
|  |
| End of programme information |
| 1. Learner Feedback (highlight relevant comments for collation)
 | [ ]  | [ ]  |
| 1. Examples of resources
 | [ ]  | [ ]  |
| 1. Examples of learner work
 | [ ]  | [ ]  |

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| **Tutor Signature:** | **Date:** | **SDO Signature:** | **Date:** |

**File Review Summary**

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| **Reviewer’s Comments** |
| * Please comment on the *quality* of the paperwork present (RARPA good practice) and where improvements (if any) could be made.
* Please specify any actions taken to resolve issues identified.
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**File Reviewed by: Date**: