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. |

**File Reviewed by: Date**: