

#### Background Information Sheet 2020-21

Please complete this form for each course, retain it in the tutor course file(s) and hand it to observers/inspectors at each OTLA.

**Tutor Name:**

**Course Title:**

# General Background Information on learners:

* **Are there any learning support needs? How are these being met?**
* **Have you identified English, maths or functional skills needs? If so, how are you addressing this? Are you embedding English/maths skills into your sessions? Have you referred learners for English/maths assessment/training?**

# Are the aims of the programme appropriate to an individual or group of learners and local needs?

# What Initial Assessment has taken place to establish the learners’ starting points in relation to the course aims? How do you record this?

# How have appropriately challenging learning objectives been identified and recorded (initial, re-negotiated, revised) incorporating generic and individual objectives?

# What methods are being used to recognise and record progress and achievement and formative feedback? What evidence has been produced / is likely to be produced?

# What (summative) methods will be used to review overall progress and achievement in relation to learner starting points and on-going learning objectives? What evidence is there/will there be?

1. **What support has been given or has been arranged to support learners to make informed choices about their next steps into further learning, volunteering or work?**