

Tutor and Learner Responsibilities	Tick and date when covered
<p>Week 1 or first session:</p> <ul style="list-style-type: none"> • Welcome – welcome to course, tutor and learner introductions. • Register – complete within 10 mins of session commencing • Introduction to centre – Toilets, refreshments, library and parking • Health and Safety – Tour of building, evacuating the building, first aid box, risk assessments and PEEPs • Safeguarding, Prevent and British Values • Learner voice – learner evaluations and surveys and Learner Voice noticeboards and comments boxes. • Course information – All learners have a Course information sheet, term dates and deadlines for work. Clarify any additional costs, materials, resources, home study and research expectations and any trips outside of classroom. • Learner Moodle – Log in details. Learner welcome pack on Moodle • Attendance , Absence and Centre Closures procedures • Initial Assessment and introduce ILP – complete front page. • Fitness courses – health questionnaire • Studio course – ground rules 	
<p>Week 2 or second session:</p> <ul style="list-style-type: none"> • Register – complete each week at start of session. • Equality and Diversity and Learner conduct • ILP – identify, set & agree SMART group and individual learning outcomes based on initial assessment. • Additional Learning support and Learning Support fund support if applicable • Assessment, feedback and recording learner progress – explain process and ongoing monitoring of progress • General notice boards and how to make a complaint 	
<p>During Course:</p> <ul style="list-style-type: none"> • Recap Health and Safety • Recap Safeguarding and Prevent • Recap Attendance and Absence procedures • Revisit ground rules and learner conduct. • Review and record learner progress and achievements in ILPs regularly. 	
<p>End of course:</p> <ul style="list-style-type: none"> • Learner and course evaluations. • ILPs completed - achievements and progress reviewed and agreed with learner • Next steps, progression routes discussed 	