

| Tutor and Learner Responsibilities | Tick and date when covered |
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| <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 | |