



Tutor monitoring check List

In order to satisfy the criteria laid down by Birmingham City University who are our Endorsing body, we have to maintain various checks to ensure that standards are being adhered to.

In order to maintain our records, below is a reminder of the things that, as a Tutor you should be able to provide evidence of. On the final page is a checklist that can be used to ensure that the correct documentation/evidence is available when the National Training Officer attends your training sessions. There are a number of items listed such as your CV and Learning agreements but you should ensure that you also address the following points;

Standards and Quality Assurance

The delivery of tutoring using a range of techniques that is engaging and supports a deeper understanding of the subject, these will be evidenced through your Lesson Plans.

For your Students you need to show records of; student initial assessment, student attendance records; monitoring student progress and development planning, written feedback, provision of employer reports if applicable and individual development action plans.

As per the Service level agreement, for your own CPD you are required to complete 25 hours per year. Two standardisation workshops will count as 14hours. A formal record to track evidence of CPD will be provided for completion.

Maintaining Approved Status

In order to maintain approved status, tutors must comply with the following requirements:-

To demonstrate commitment to a minimum of 120 hours inclusive of tutor preparation, training delivery and formative assessment of NAFD qualifications, for a minimum of two years following successful qualification to CTLLS standards, this will be evidenced through your teaching timetable and attendance records.

To be receptive to periodic assessment by direct observation. Assessment will be based upon application of the CTLLS tutoring standards applied within the learning environment. An assessment of the training session will be completed by the National Training Officer.

Training facilities and associated resources must comply with all relevant Health and Safety Regulations, including carrying out risk assessments where appropriate.

Documentation Check List

	Item / Evidence	Yes	No	On Moodle
1	Tutor CV			
2	Moodle Tutor Profile			
3	Student Induction (to the programme)			
4	Learning Agreements			
5	Yearly timetable (identifying programme start dates)			
6	Programme timetable			
7	Pre-prepared Lessons plan (for observed session)			
8	Records of Student Initial Assessment			
9	Attendance records			
10	Student progress & development monitoring			
11	Evidence of written feedback to students			
12	Evidence of Employer feedback (if applicable)			
13	Examination preparation log.			
14	Individual Development plans			
15	Evidence of own CPD			
16	Premises risk assessment			
17	Previous teaching assessment			
18	Tutor/student contracts			
19	Identification of students with special needs.			
20	Confirmation of student withdrawals			

Notes: