**Tutor Course Review**

**Complete for all courses**

Most recent update 16 October 2025

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| **Course Title** |  | **Course Type** | Tailored Learning | [ ]  |
| **Tutor Name** |  | Regulated | [ ]  |
| **Start Date** |  | **End Date** |  | Engagement (<2hrs) | [ ]  |
| **Venue Name** |  | Workshops/tasters (1 day) | [ ]  |
| **Number of learners feeding back** |  | Standard Course (> 1 day) | [ ]  |
| **Did you have a Lesson Visit or Learning Walk during this course?** | Y/N |

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| Number of complaints received |  | Were they reported to your line manager? | Y/N |
| Number of accidents/near misses occurring |  | Were they reported to your line manager? | Y/N |
| Number of safeguarding incidents occurring |  | Were they reported to your line manager? | Y/N |

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| **Mandatory Paperwork submitted**  |  | **Comments/Issues** |
| Learner registration forms | [ ]  |  |
| Course registration form | [ ]  |  |
| Course completion forms  | [ ]  |  |
| Scheme of work and risk assessment | [ ]  |  |
| Fully completed course register | [ ]  |  |
| ILPs, signed and all sections completed | [ ]  |  |
| Learner feedback forms, all sections completed | [ ]  |  |

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| **Tutor Evaluation – what went well, what needs to be improved etc.** |
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| **Tutor Reflection – e.g. actions taken to address improvements identified, including from learner feedback** |
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| Tutor signature |  | Date |  |