**Tutor Course Review 2025/2026**

**Complete for all courses**

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| **Course Title:** |  | **Course Type:** | **Tailored Learning** | [x]  |
| **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:** |  |