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| Appointed IQA |  | Tutor name |  |
| Phase of learning programme |  | Date |  |

| **Outcome: C = Competent, AP: Action point, BP: Best practice, NS: Not seen** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **The tutor can:** | | **Outcome** | **Comments** | | |
| **Deliver** | |  |  | | |
| Create and maintain a safe, supportive and interactive learning environment | |  |  | | |
| Provide clear and relevant information to learners about the activities | |  |  | | |
| Deliver content in realistic and appropriate timings | |  |  | | |
| Deliver to allow learners to achieve the learning outcomes specificed | |  |  | | |
| Demonstrate empathy to learner needs | |  |  | | |
| Use teaching and learning approaches and resources to meet individual learner needs to draw out learning (i.e. audio/visual aids) | |  |  | | |
| Demonstrate confidence in the practical delivery of the required technical content | |  |  | | |
| Answer questions effectively | |  |  | | |
| Involve learners and provide sufficient opportunities for them to ask questions | |  |  | | |
| Demonstrate effective use of listening skills | |  |  | | |
| Engage, motivate and effectively manage learners | |  |  | | |
| Differentiate content and language based on the needs of the group | |  |  | | |
| Provide constructive feedback to learners to meet individual needs | |  |  | | |
| Encourage learners to self-reflect on action | |  |  | | |
| Communicate effectively using clear English free from jargon | |  |  | | |
| Maintain a professional attitude and approach | |  |  | | |
| Maintain appropriate behaviour throughout the session, dealing with any form of inappropriate behaviour or attitude | |  |  | | |
| Summarise and conclude the session, referring to learning outcomes | |  |  | | |
| **Evaluate** | |  |  | | |
| Provide structured opportunities for learners to provide feedback on the learning session | |  |  | | |
| **Final Grade (1-4)** | |  | | | |
| Tutor signature |  | | | Date |  | |
| IQA signature |  | | | Date |  | |