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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** |
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| **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 |  |