



The home of quality learning & skills training

VOCATIONAL LEARNING PROGRAMME Provider Review Record

Name of Vocational Learning Provider

Name of Learner	
Name of School	
Date	

Vocational Learning Programme: Provider Review Record

A Provider Review Record is a written record from all curriculum/support partners which must be regularly updated and available on completion of the vocational programme.

The Provider Review Record should be completed in four parts:

Learner Voice: In this section the learner is given the opportunity to reflect on and record their learning experience in each vocational area. They will be asked to record what they enjoyed most about the vocational area they have worked on, and what they did not like. Learners will be encouraged to think about areas such as Working with Others/Team Work, Creative Thinking and Ideas, Behaviours and Attitudes and their confidence levels.

Vocational Tutor Review: In this section tutors will record the areas where learners did well, the emphasis should be on the positive aspects as much as possible. There is also a section to record what the learner needs to work on to improve in some way. This should be in the form of action points wherever possible to give the learners something concrete to work towards. Other areas mirror those in the Learner Voice section such as Working with Others/Team Work, Creative Thinking and Ideas, Behaviours and Attitudes and their confidence levels.

School Support Staff Review: In this section, school support staff are given the opportunity to comment on aspects of the learners experience during their vocational learning programme. They may wish to add their own comments to those points where learners did well or need to improve. Additional areas in this section are given over to consideration about any extra wrap around support the learner may have needed.

Monitoring Review Log: This section is used to record any wrap around support or points that have arisen during delivery of the vocational subject. Points recorded should be examples of positive actions and behaviours as well as any behavioural management incidents. A final review tutorial is to be documented. Progression routes can also be recorded here.

Completion of Reviews

Reviews should be undertaken on each learner at the end of each academic term. Such reviews will be discussed at Termly Programme Review Meetings dates of which will be confirmed by all parties.

Vocational Learning Programme: Provider Review Record: Learner Voice

Name of Learner:	Name of School:	Name of Tutor:	Name of Training Provider:

Please use your own words to describe your experience of the vocational learning area you are now completing

Vocational Subject Area:	e.g.IT/CLAIT or Employability Skills		
What I did well in and/or liked most about this vocational subject area			
What I need to improve on			
The practical skills I used during this vocational subject area			
How I worked with others and my teamwork skills			
My ideas and creative thinking skills			
My behaviour, attitudes and confidence levels			
Learner Signature:		Date:	
Tutor Signature		Date:	

Vocational Learning Programme: Provider Review Record: Tutor Review

Name of Learner:	Name of School:	Name of Tutor:	Name of Training Provider:

Please ensure information is written in learner friendly language. (One sheet per complete vocational subject delivery required)

Vocational Subject Area:	e.g.IT/CLAIT or Employability Skills		
What the learner well in this vocational subject area			
What the learner needs to improve on (Action Points)			
The practical skills the learner used during this vocational subject area			
How the learner worked with others and their teamwork skills (where appropriate)			
Creative thinking skills and ideas demonstrated by the learner			
The learner's behaviour, attitudes and confidence levels			
Learner Signature:		Date:	
Tutor Signature		Date:	

Vocational Learning Programme: Provider Review Record: School Support Staff Review

Name of Learner:	Name of School:	Name of School Support Staff	Name of Tutor:

Please ensure information is written in learner friendly language. (One sheet per complete vocational subject delivery required)

Vocational Subject Area:	e.g.IT/CLAIT or Employability Skills		
What the learner well in this vocational subject area			
What the learner needs to improve on (Action Points)			
The practical skills the learner used during this vocational subject area			
How the learner worked with others and their teamwork skills (where appropriate)			
Creative thinking skills and ideas demonstrated by the learner			
The learner's behaviour, attitudes and confidence levels			
Learner Signature:		Date:	
Tutor Signature:		Date:	

Review Recommendations

Please identify/highlight recommended progression routes.

Date	Recommendations