

Recording of Learner Achievement

1. INTRODUCTION

The purpose of this policy is to ensure students receive timely and regular verbal and written feedback on their achievement and progress throughout the courses.

2. POLICY

- 2.1 All staff will maintain efficient administration systems for reporting and recording the student's achievements .
- 2.2 All units assessed will be entered into a student database programme by administration staff.
- 2.3 Students will be regularly informed of the re-assessment and appeals policies and procedures.
- 2.4 All records and documentation pertaining to each participant will be kept in their respective individual participant files. The file is available to the individual on request.
- 2.5 Tutors and administration staff will maintain records of learning. ROL's will be updated either monthly or bi-monthly.
- 2.6 Tutors will inform student/s of results verbally and through written confirmation on a regular basis.
- 2.7 Administration staff will ensure student's results are sent to appropriate stakeholders.
- 2.9 Administration staff will ensure all files are stored appropriately.

3 RESPONSIBILITY

- 3.1 Managers and Tutors and Administration.

4 COMPLIANCE

- 4.1

5 REFERENCES

- 5.1