

## Examples of records a teacher might maintain

<b>Identifying needs</b>	<ul style="list-style-type: none"> <li>• application forms</li> <li>• diagnostic test results</li> <li>• enrolment forms</li> <li>• initial assessment results</li> <li>• interview notes</li> <li>• learner contracts</li> <li>• learning preference results</li> <li>• learning support requirements</li> <li>• personal details of learners e.g. address, contacts, disabilities</li> <li>• registration numbers with awarding organisations</li> <li>• copy of what is to be taught and assessed</li> <li>• targets and funding data</li> </ul>
<b>Planning learning</b>	<ul style="list-style-type: none"> <li>• group profile (details of individual learners)</li> <li>• individual learning plans/action plans</li> <li>• list of books, resources and equipment</li> <li>• risk assessments (plus electrical test results)</li> <li>• scheme of work</li> <li>• session plans</li> <li>• timetables</li> </ul>
<b>Facilitating learning</b>	<ul style="list-style-type: none"> <li>• accident/incident forms</li> <li>• agreed ground rules</li> <li>• attendance records/registers</li> <li>• details of learner progress and behaviour</li> <li>• disciplinary records</li> <li>• evidence of embedding English, maths and digital skills</li> <li>• induction records</li> <li>• learning support records</li> <li>• records of what was taught and when</li> <li>• tutorial review records</li> </ul>
<b>Assessing learning</b>	<ul style="list-style-type: none"> <li>• assessment plans and action plans</li> <li>• achievement data</li> <li>• feedback records and decisions/grades (initial, formative and summative)</li> <li>• tracking sheets</li> </ul>
<b>Evaluating learning</b>	<ul style="list-style-type: none"> <li>• complaints and appeals</li> <li>• continuing professional development (CPD) records</li> <li>• equal opportunities data</li> <li>• inspection reports</li> <li>• internal and external quality assurance reports</li> <li>• minutes of meetings</li> <li>• questionnaire and feedback analysis</li> <li>• retention, achievement and progression data</li> <li>• standardisation records</li> </ul>