



Checklist/Prompts for Tutors & Assessors

- Has the learner workbooks and feedback sheet been dated, signed and provided to the learner in a timely manner
- Has the outcome been clearly indicated, noting it is subject to moderation
- Has the learners name been mentioned at times, to provide a personalised feel
- Has the feedback and comments been written in a positive way
- Has checks been made to ensure no use of AI/plagiarism and written in own words.
- Has the workbooks and answers been annotated, with comments at various points
- Has the learners' skills, behaviours and attitudes been commented on (worked hard, completed on time, good use of ICT, lots of effort)
- Has comments or guidance been given on SPaG and literacy level (use of full stop, capital letters and proof reading)
- Has a British Value been embedded/referred to where appropriate
- Has industry/professional experience and examples been shared to learners to see how theory is applied in practice
- Has wider themes such as safeguarding, prevent, current news been shared/linked where appropriate
- Has additional ideas, examples, points or suggestions been added to support the learner with their topical understanding
- Have study skills been given (referencing and bibliography, research methods)
- Has guidance, examples or additional website links been provided to help learners to implement areas for development

Tips for Developmental Feedback

You have worked very hard XXXX and successfully passed this unit, your work has been well presented. Going forward; be mindful of using capital letters when starting a new sentence.

Well done XXX, you have been committed towards learning how to XXXX correctly, thank you for your examples and ideas written. Your work has been well presented. Going forward remember to proof read your work and follow the signage instructions.

Thank you for your hard work and efforts XXXX whilst completing this unit, you have really understood the topic well and this is clear from the answers provided. Good work! Going forward begin to consider how you can apply these in your work experience.

well done / great work / detailed answers / well written / good structure / nicely presented

Tips for Writing Observations/Witness Testimonies

Refer to the assessment criteria and clearly indicate what the learner has done/achieved and with examples of what they have done. Be specific, you should only include relevant points.

Assessment Criteria:

- 1.1 carry out two cleaning tasks correctly
- 1.2 chose appropriate cleaning materials and tools
- 1.3 store the cleaning materials and tools safely

Observation Record:

XXX completed two unaided cleaning tasks correctly on 10.02.24, by wiping a desk and mopping a floor (1.1) XXX chose to use a cleaning spray and cloth for wiping the desks and a mop and bucket with cleaner for mopping the floor (1.2) Once completed, the cleaning materials and tools were returned to the lockable cleaning cupboard (1.3)