|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student:**  |  | **Teacher:** |  | **Booking ID:** |  | **Week \_\_\_ of \_\_\_** |

|  |  |  |  |  |
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| Please keep a **detailed daily record** of course content and ensure the student signs for each day. Indicate the Learning Outcome for each session and note all the materials and / or course books used, with page numbers where appropriate. Use the last five minutes each day as a review to reaffirm progress made.

|  |  |
| --- | --- |
| **Activity Risk Assessments** | **Activity Risk Assessments Used:** |
| ***Activity Risk Assessment*** *forms are available in the Tutor Zone (*[*intuitionlang.com/tutor-zone*](file:///C%3A%5CUsers%5Ccpladmin%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CFY5TVG16%5Cintuitionlang.com%5Ctutor-zone)*). Please go through relevant assessments with the student and then log the numbers here.* |  |

 |
| **Date** | **Morning Session** | **Afternoon Session** | **Accompanied Activities** | **Homework** | **Student****Signature** |
|  | Start time: Finish time:  | Start time: Finish time:  |  |  |  |
| Learning Outcome and Areas Covered:  | Learning Outcome and Areas Covered:  |
| **Date** | **Morning Session** | **Afternoon Session** | **Accompanied Activities** | **Homework** | **Student****Signature** |
|  | Start time: Finish time:  | Start time: Finish time:  |  |  |  |
| Learning Outcome and Areas Covered:  | Learning Outcome and Areas Covered:  |
|  | Start time: Finish time:  | Start time: Finish time:  |  |  |  |
| Learning Outcome and Areas Covered:  | Learning Outcome and Areas Covered:  |
| **Date** | **Morning Session** | **Afternoon Session** | **Accompanied Activities** | **Homework** | **Student****Signature** |
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| Learning Outcome and Areas Covered:  | Learning Outcome and Areas Covered:  |
|  | Start time: Finish time:  | Start time: Finish time:  |  |  |  |
| Learning Outcome and Areas Covered:  | Learning Outcome and Areas Covered:  |