

Document Number	Title	Purpose and importance of document
NLDC 1	NLDC Adur Scheme of Work	<ul style="list-style-type: none"> • This is a key document and I still await this from partners • I think it encourages a clear focus and structure to any planned learning • If you are having any problems completing this, please get in touch asap. Pete 01903 606472
NLDC 2	NLDC Classroom Learning Record	<ul style="list-style-type: none"> • Again, an important document because it enables the learner to add any personal objectives to those stated in the tutors scheme of work • It also enables the learner to reflect on what is being learned and how they want to move on after the course has finished. • Please feel free to add your logo or amend the form in appropriate ways. The main thing is that the documentation is meant to add rigour and robustness to the learning taking place.
NLDC 3	College Learning Record – 1 day workshop	<ul style="list-style-type: none"> • Pretty self explanatory really – did the learner get what he or she expected from the course.
NLDC 4	College Learning Record – longer courses	<ul style="list-style-type: none"> • As above but for a longer course with opportunities to gauge progress
NLDC 5	End of Course Learner Questionnaire	<ul style="list-style-type: none"> • A form you might want to amend to suit your own needs but learner feedback is essential
NLDC 6	Tutor Course Review	<ul style="list-style-type: none"> • It is important that teachers and facilitators are reflective practitioners so this form aims to help this process. So can all tutors complete this please.