

Tutor: Delivery, review, and evidencing

3 Delivery and evidence: Monthly Support

- Log monthly the additional support provided to the learner
- Co-create a learning plan with clear, measurable objectives. Select the reasonable adjustments and/or the modules you have provided support during that month.
- Document the evidence to back the support you provided:
 - Details on the specific support provided (1:1 session, online resources, strategies discussed, etc.)
 - How did the learner respond to the support.
 - Progress and improvement observed and challenges.
 - Next steps and recommendations.
- Assess the content of the support evidence against Ofsted's 3 i's with the help of Cognassist's Coverage Checker.
- Adjust the content of the support evidence to ensure the Implementation and Impact bar is **green**.

The screenshot displays the 'Coverage check' interface. It includes sections for 'Implementation' and 'Impact', both with green bars indicating positive status. The 'Implementation' section describes the introduction of stress management techniques. The 'Impact' section notes Olivia's improvement in managing anxiety. Below these is a 'Support record' for April-May 2025, listing various support activities like 'Use clear and concise language' and 'Stress management techniques'. At the bottom, there are 'Actions' such as 'View full report' and 'Edit learning plan'.

Review and Adjust: Personalised Support Plan

- Check regularly for changes in barriers.
- Adjust learning strategies and reasonable adjustments based on learner feedback.
- Prioritise modules based on the relevant domains

The screenshot shows 'Olivia's Learning Plan' with a table of 'Current modules (3)'. The table lists modules like 'What is respect?' and 'Stress the positive and negative emotion'. To the right, there is a section for 'Priority modules' with a list of similar topics. The interface includes a search bar and a 'Save and close' button.

Top Tutor Tips:



Use informal questioning or quick activities to gauge understanding.



When meeting the learner, clarify their personal goals and motivation.