

Tutor Manager: Drive high-performing Tutor teams and ensure learner satisfaction

4 Ensure support is provided and evidence is recorded monthly

- > Go to Cognassist’s dashboard and filter by Tutor and Support status
- > Identify gaps in support recorded by analysing the “Support Recorded over 90 days”
 - Green** = Good support coverage
 - Amber** = Partial coverage
 - Red** = Does not meet standard
 - Grey** = Support Record Missing

💡 During your 1:1 with the Tutor, ensure you highlight where the gaps are (Red, Amber & Grey) to ensure all records are up to date for funding and Ofsted inspections.

Users > Learners + Add user(s)

🔍 Who are you looking for? ▾

Name	Status	Actively supporting	Accessed modules this month	Records over 90 days	
Amaka Igwe	Monitor and review Completed: 11/09/2025	✓	0		⋮
Basma Malik	No need identified Completed: 11/09/2025	✕	0		⋮
Bo-Katan Kryze	Consider needs assessment Completed: 29/04/2025	✓	0		⋮
Callum Learner	Not started Invite sent: 15/09/2025	✕	0		⋮
James Learner	Monitor and review Completed: 11/09/2025	✓	4		⋮
Superrr Learner	Not started Invite sent: 18/09/2025	✕	0		⋮