

## Notes and Conditions for Development Sign Off

The following conditions apply for progression and sign off at various stages of Tutor/Tutor Developer development.

### Trainee to Co-Tutor

A Trainee tutor must achieve Effective (E) across all Competencies for recommendation for sign off, **EXCEPT** those that are marked for Lead. However, if they demonstrate behaviours that fall within the lead category, these should be evidenced even though not specifically focused upon.

### Co-Tutor to Lead

A Co-Tutor must achieve Highly Effective (HE) across all Competencies and Effective (E) against those marked for Lead.

### Progression Within a Pathway (i.e. Co-Tutor with CA to AC)

For a Co-Tutor to progress to the next course within same pathway a Co-Tutor must be HE against all Competencies (apart from Lead Tutor Competence) AND score **90% AND at least 3 out of 4** in each KT section on AC or CiRF in the Knowledge Test AND do an observation of entire course.

### Tutor Developer to Support a Different Pathway

For a Tutor Developer to work on another pathway, they must already be signed off as a Tutor Developer for one pathway. They must then complete the Knowledge Test and score 90% and 3 out of 4 on the second pathway.

### Special Note

At any point, Competencies can be identified as HE (Highly Effective) or O (Outstanding).

There is an expectation that the Review Transcript will be completed and forwarded to the Trainee / Tutor within 2 working days of the course, and that the Trainee / Tutor will complete the Learner Led Action Points and return to the Tutor Developer within a further 5 working days.