

Completing the Record of Assessment Cycle

Purpose: an ongoing record of planning and feedback between tutor/assessor and learner

This will be completed by all tutor/assessors to give a clear audit trail of the planning and assessment cycle covering both knowledge and skills. This will include planning and feedback on the assessment process carried out throughout the assessment of the units, through to qualification. It needs to contain evidence of the planning of assessment and feedback on all assessed evidence.

The content of this document is mandatory but Centres may use a Centre devised alternative which complies with the content of the CACHE recording document.

Learner / tutor/assessor details	General information to identify the learner and tutor/assessor.
Planned assessments	<p>The tutor/assessor to record detailed information for the learner about planning for assessments. This could be, for example, identifying evidence that could be provided by the learner to support knowledge learning outcomes or activities that could be undertaken by the learner in preparation for direct observations to meet skills/competence learning outcomes.</p> <p>It is up to Centres and learners how they use this recording document or their Centre devised alternative. Tutor/Assessors and learners can plan several different activities at any one time and these can either all be included on one recording document or across several recording documents, depending on the Centre and learner preference.</p>
Units / Assessment criteria	The planned activities should be linked by the tutor/assessor to the range of units or assessment criteria that could be covered by them. There is no necessity to identify down to assessment criteria level in advance if not appropriate for the specific planned activity, but units should always be identified.
Due date	The tutor/assessor should agree a date for the planned activities to be completed, or part completed, the learner. Both the learner and the tutor/assessor should sign and date their agreement to the planned activities and timescales.
Feedback	Feedback should be written by the tutor/assessor on learner progress towards the planned activities on the feedback section. This could be on just one occasion for the planned activities. Alternatively, the tutor/assessor and learner may choose to review the planned activities on more than one occasion.
Date	To be signed and dated by both the learner and the tutor/assessor at the end of each feedback or review session.



Learner name	
CACHE PIN	
Tutor/Assessor name	

Scheduled/Planned Assessments		Unit Assessment criteria	Due Date
Tutor/Assessor Signature	Date	Learner Signature	Date



Feedback- Comment on the assessment criteria covered and units completed

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Tutor/Assessor Signature	Date	Learner Signature	Date

Scheduled/Planned Assessments	Unit Assessment criteria	Due Date

Tutor/Assessor Signature	Date	Learner Signature	Date



Feedback- Comment on the assessment criteria covered and units completed

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Tutor/Assessor Signature	Date	Learner Signature	Date