**Appendix 1**Sample Tutorial Record Form

**PART A:** (Students should complete this before the tutorial)

**STUDENT’S NAME:**...............................................................................................**LEVEL 4/ 5 / 6**

**PERSONAL TUTOR’S NAME:**..................................................**DATE OF MEETING**......................

**ISSUES FROM LAST MEETING:**
(include progress on actions agreed at last meeting and any issues still outstanding)

**PROGRESS SINCE LAST MEETING:**(give details of any particular successes or difficulties for each element of the course)

**OTHER ISSUES:**(indicate any other issues you would like to discuss with your tutor)

**PART B: AGREED OUTCOMES AND ACTIONS**(This should be filled in by the student at the tutorial, and agreed and signed by both tutor and student)

**STUDENT’S SIGNATURE**...................................................................................

**PERSONAL TUTOR’S SIGNATURE**.....................................................................