

Tutor Pack Contents

Introduction	Front cover	Full colour, title on book cover and on spine for easy recognition.
	Preface	Publishers details, copyright info, contact details, thanks to appropriate people.
	Table of Contents	
	How to use this pack	A quick guide on how to get the most out of this resource pack.
	Disk Contents	File names and section where hard copy is
Section 1	Admin documents	
	Ensuring Quality	Guidance notes on the Assessment and Moderation process.
	Assessor Action Plan (Blank and completed)	List of things for assessor to do eg collate documents each student will need, prepare tracking sheets, register candidates.
	APL Interview form	Template to use for candidates claiming APL
	Tracking documentation (Blank and completed)	For Assessors to track candidates and have an overview of their progress.
	Feedback on Assessment *	For Assessors to complete when returning elements they have assessed.
	Candidate Action Plan (Blank and completed)	For candidate's to complete
	Progress chart	For candidates to track their own progress. Example provided.

NCFE Level 1 Certificate in Telematics

Section 2 **Portfolio Handouts**

Portfolio Contents*	List of learning outcomes with space for candidates to put page numbers
Guide to portfolio building	A handbook for candidates to aid portfolio building. Targeted at candidates who are unfamiliar with portfolio building or those with some knowledge but who are new to Telematics.
Verbal question sheet	Blank form to write in questions which will plug gaps in evidence.
Written question sheets*	Questions mapped to all of the <i>must know</i> learning outcomes
Observation sheets*	Separate sheet for each Element
Alternative Observation sheet	Blank form for use with any learning outcome.

Section 3 **Teaching documents**

Scheme of work	A blank form and example covering 60 Guided Learning Hours
Lesson Plans	A blank form and twenty examples, each based on a three hour session. When use of OHT has been suggested, templates for acetates are included.

Section 4 **Lesson Resources**

Handouts	Information sheets for candidates and templates for OHTs
Exercises	All exercises referred to in lesson plans

Section 5 **Sample portfolio**

Mock portfolio with worked examples of documents listed with *