

## Tutor Pack Contents

	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	
<b>Introduction</b>	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 filed
<b>Section 1</b>	<b>Admin documents</b>	
	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.
	Candidate Action Plan (Blank and completed)	For candidate's to complete
	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.
<b>Section 2</b>	<b>Portfolio Handouts</b>	
	Portfolio Contents*	List of learning outcomes with space for candidates to put page numbers
	Guide to portfolio building	A handbook for candidates

# NCFE Level 2 Certificate in Telematics

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	Verbal question sheet	Blank form to write in questions which will plug gaps in evidence.
	Observation sheets*	Separate sheet for each Element
	Alternative Observation sheet	Blank form for use with any learning outcome
	Signature sheet	Blank form for specimen signatures
<b>Section 3</b>	<b>Teaching documents</b>	
	Coverage of Learning Outcomes	Full list of learning outcomes showing which session they are taught in
	Scheme of work	Example covering 120 Guided Learning Hours
	Lesson Plans	Forty examples, each based on a three hour session.
<b>Section 4</b>	<b>Lesson Resources</b>	
	Exercises	All exercises referred to in lesson plans. Numbered for ease of reference, includes contents list.
	Handouts	Templates for OHTs, Guide to HTML, Induction letter for candidates
<b>Section 5</b>	<b>Sample portfolio</b>	Mock portfolio with worked examples of documents listed with *