

INDIVIDUAL STUDENT INFORMATION (PART 1)



As a personal tutor it is crucial you know all about your students and the information gathered from completion of this form is disseminated to all of their tutors (with the exception of targets and next date of 1:1 tutorial). Please make sure this is completed as soon as possible after the student has enrolled on your course. This information is to be kept in your personal tutor folder.

PERSONAL INFORMATION (This must be copied and given to all tutors that teach this student)

STUDENT NAME	COURSE		DATE
ADDRESS	MOBILE NO	LANDLINE	EMAIL

EMERGENCY CONTACT

NAME & ADDRESS	PHONE NUMBER	RELATIONSHIP TO STUDENT

ASSESSMENT TEST RESULTS

LITERACY	NUMERACY	LEARNING STYLE:

FUNDING / GRANTS RECEIVED

EMA <input type="checkbox"/>	ALG <input type="checkbox"/>	LSF <input type="checkbox"/>
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MEDICAL CONDITIONS / ALLERGIES / DISABILITIES THAT THE COLLEGE SHOULD BE AWARE OF:

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ASSESSMENT TEST RESULTS

QUALIFICATIONS ACHIEVED TO DATE	GRADE	DATE ACHIEVED

STUDENTS LEARNING PATHWAY

Current or previous employment and / or voluntary work

Career aim:	What would you like to achieve by the end of your course? (learning goals)

What are you good at?	What do you think you may need support with? (possible ALS)

Personal likes	Personal dislikes	Who is your role model?

Is there anything that could prevent you from successfully completing your course? e.g. Personal circumstances / work commitments / finance?

What do you expect from the college? (Discuss what the college expects from students)

Targets for first review and progress session	Date of first review and progress session

STUDENT NAME

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SIGNATURE

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DATE OF NEXT REVIEW

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PERSONAL TUTOR NAME

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SIGNATURE

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DATE OF NEXT REVIEW

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