



Administration Procedure

Starting the Course

At least 3 weeks before you plan to start the course, notify Signalong of your intention so that we may send you, the Tutor a blank registration form to include:

- Course entry category
- Learners name
- The start date
- The end date

In addition:

- A Witness Statement for you to photocopy for each learner
- A Handbook for each learner
- Tutor Guidance Handbook

Signalong will also:

- Enter the Learners' details on a secure database
- Invoice you or your organisation @ **£18 per candidate plus carriage**

***The Registration Form**

- You, the Tutor, **MUST** sign the registration forms.
- Send the completed, original registration form to Signalong.

*It is **strongly** recommended that you photocopy the forms before you send them.*

Signalong will then:

- Send you a class list to confirm entries.

You **MUST** then

- Carefully examine the class list and, if correct, return it to Signalong. If there are any errors or changes to be made to it, make the amendments and return it Signalong for correction.



Administration Procedure

Ending the Course

- You should check that there is a range of photographs in each learner's handbook to demonstrate their achievement of the learning outcomes.

(It isn't necessary to provide a photograph of every sign the learner has performed, but a representative sample.)

Important - Please Note:

We appreciate that it is not always possible to provide photographic evidence of learners' achievement. Sometimes permission is not given, for example, or a learner is camera-shy, maybe there is no access to a camera.

If, for whatever reason, photographs are not going to be available by the end of the course, ***notify Signalong as soon as you know this***. Signalong may then make arrangements with you for a member of staff to visit during one of your training sessions, to observe.

- Ensure that, throughout the course, you have written in the learners' handbooks, the signs they have performed and recognised.

(The same signs may be included in both categories.)

Signalong will then name 3 learners whose handbooks they wish to see.

You are strongly advised to photocopy the handbooks before you send them to Signalong.

You are also strongly advised to send the handbooks using Registered post.

- You, the Tutor, must also send to Signalong:
- A completed Evidence Record form for each learner
- A completed Witness Statement for each learner

You are strongly advised to photocopy these before you send them to Signalong.