



# AIM INVESTING IN YOUR FUTURE

## Annual visit report

For remote visits request documentary and photographic evidence in advance of call

<b>Centre name</b>		<b>IF centre number</b>	
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<b>Authorised person</b>	
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<b>Date of visit</b>		<b>Duration</b>	
<b>AIM staff</b>		<b>Signature</b>	

<b>Date of last visit</b>		<b>Conducted by</b>	
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Overview of report <i>(include any actions/activities identified)</i>	
If any actions/activities were identified, have they been completed?	
	Yes/No/NA

### Confirm

Address of premises unchanged	Yes/No
Staff remain unchanged	Yes/No

Registered courses	Current	Discontinued





Have any changes been made to registered courses?	Yes/No
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Course and title number	Comments (include outcomes, resources, method of achievement, tutors)

Have the policies listed below been reviewed since the last visit		
Title	Yes/No	Remarks
Course design	Yes/No	
Continuing professional development	Yes/No	
Safe learning environment	Yes/No	
Course evaluation	Yes/No	
Complaints	Yes/No	
Health and safety at work	Yes/No	
Equality, diversity and inclusion	Yes/No	
Data protection	Yes/No	
Student registration	Yes/No	
Risk register	Yes/No	
Self-assessment	Yes/No	

Additional comments

### Premises

Health and safety notice displayed	Yes/No
Certificate of liability displayed	Yes/No
Fire evacuation plan displayed	Yes/No
Fire extinguishers in place	Yes/No
Building in apparent good repair	Yes/No

**Expiry**

**Expiry**

Additional comments

### Facilities/resources

Sufficient desks and chairs	Yes/No/NA
Sufficient computers	Yes/No/NA
Sufficient workbooks	Yes/No/NA
Sufficient specific equipment	Yes/No/NA

### Specific equipment

Name/Type	Quantity

Additional comments

### Learning

Did you observe any lessons	Yes/No
Did the lesson follow the lesson/course plan	Yes/No
Did the tutor provide time for student questions	Yes/No
Did the tutor confirm learning at relevant stages	Yes/No
Are students being engaged in learning	Yes/No
Did all students participate or had the opportunity to participate	Yes/No
Did the tutor use handouts	Yes/No
Are handouts relevant and good quality	Yes/No/NA
Did students have workbooks	Yes/No
Are workbooks relevant and good quality	Yes/No/NA
Was this course registered for today's delivery with AIM	Yes/No
Did student names match those registered through AIM	Yes/No

#### Additional comments

THIS IS A SAMPLE DOCUMENT. This document is for AIM to complete, however you will be sent a sample to prepare for your review.

### Records

Are records kept securely	Yes/No
Are question papers kept secure	Yes/No/NA
Were records maintained for the last 12 months	Yes/No
Are records clear and legible	Yes/No
Are only the necessary records maintained	Yes/No
Do records match those held by AIM	Yes/No

#### Additional comments

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