

This activity will help you to understand what progress reviews are for and to get a good idea of the help that you should expect from your tutor.

What you need to do

1. You will be given a set of 22 cards. Each card includes a statement about what you can expect from a good progress review.
2. Begin by shuffling these cards.
3. You will also be given three more cards – one marked 'Essential', one marked 'Useful' and one marked 'Not very useful'.
4. Lay these cards at opposite ends of your desk or table.
5. Now read out the first of the statement cards. As a group, discuss and agree how important this statement is in describing a good progress review. Then place it between the three 'usefulness' cards in a position that reflects your discussion.
6. Repeat this for all of the cards in the pack.

Can you explain your ratings to your tutor?

How do your ratings compare to other groups?

Please fill in this record sheet once the activity has been completed.	Essential	Useful	Not very useful
A suitable room for the review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My tutor will have all the paperwork we need for the session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up-to-date feedback on how well I am doing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Praise for things that I have done well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A chance to explain any problems I have had in reaching my targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviews that take place at the right points in my course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A chance for my workplace supervisor to take part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help in developing my study skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help in planning how to manage my time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help in setting clear and realistic targets for my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A reviewer who listens to what I have to say	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Essential	Useful	Not very useful
Openness and honesty from everyone involved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear agreement on what I should do next	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear agreement on what my tutor will do next	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record of what has been agreed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality - when this matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The chance to ask questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time to answer questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being treated as an individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being treated as an adult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A chance to review every part of my work - including work experience, self study and so on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowing how to contact my tutor between sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>