



MANCHESTER LEARNING ACADEMY

FEEDBACK PROCEDURE

REVIEW DATES:-

15/01/2014

15/01/2015

Manchester Learning Academy

Feedback procedure to Students

- All staff shall track students in their work to ensure that they cover the ESOL units and then the Citizenship units as per the course programme
- Feedback will be in written format on the tracker form alongside the relevant unit being covered. This will then be communicated to the student before they move onto the next unit
- This communication will be a face to face discussion with the student
- Both the teacher and the student will sign the document to state they have completed and understood the programme or agree actions
- No student will move onto the next unit until they complete the previous unit
- No student will take their examination until they have completed the whole programme .
- Once completed the student file will include this tracker document until then it is a live document

Manchester Learning Academy

Feedback Form

Please complete this form and place in box at reception

Date	
Name of student	
Teaching attitude of the course tutor	
Teaching method	
What are your comments suggestion, and requests for the course teacher?	
What are your comments, suggestion, and requests for centre administration?	
Other	