

**COURSE FILE CHECKLIST**

1. **College Mission Statement**
2. **Subject Specification**
3. **Learners Course Handbook**
4. **Schemes of Work**
5. **Coursework / Moderators Report**
6. **Essential Skill Wales Documentation**
7. **Staff Timetables**
8. **Staff Details / Statement to where these are kept**
9. **Student details**
10. **Student monitoring**
11. **Examination Results**
12. **FE24 and other Performance Indicators**
13. **CR1 & CR2 Course Review / Quality Development Plan**
14. **Minutes of meetings**
15. **Examples of good practice in Subject Enrichment e.g. College Trips/ Biology Olympiad etc**