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Keeping a course file

We suggest you retain your file in a chronological order.

Starting with your details and then as follows

- Timetable
- Record of Achievement
- Induction pack
- Weekly Agenda
- Observation/Worksheet/Task Sheet/Handouts

For example, at CTPDC's courses you will be given an agenda at the beginning of each session. The end column is for you to make your own observations about the task. It is not compulsory for you to do this, however, you may find it useful when writing your journal.

The teaching on our courses is student-centred. You will be asked to work in pairs or small groups. In this way you will learn from each other: from each other's perceptions and experiences. You will be given task sheets with activities to complete on each session. These need to be filed in order behind the lesson plan for that session. This also applies for observation sheets and handouts that you receive in that session. You can use your task sheet as a worksheet. If you use this process you will begin to build your portfolio, which will give you easy access to reference. It can also be very empowering!