End of Course Marking - Needs Assessment

**A Certificate of Achievement** should be awarded by the (Insert Train Name), in association with Diversity and Ability and Commonwealth of Learning at the end of the 6 weeks, subject to you having done the following

* Participating actively in the live sessions and the e-learning platform during the 6 weeks
* Submitting a complete Reflective Practice Log
* Passing the Needs Assessment Assignment

The week 6 portfolio feedback should include positive comments that relate to what the participants have learnt or reflected on in their portfolio

**and**

For participants who have passed with **a Certificate of achievement** feedback should conclude:

**Congratulations**! You’ve successfully passed the Introduction to Needs Assessments Short Course, You have been awarded the Certificate of Achievement for:

* Participating actively in the live sessions and the e-learning platform during the 6 weeks
* Submitting a complete Reflective Practice Log
* Passing the Needs Assessment Assignment

We are grateful for your contributions to the course and wish you every success going forward.

It is recommended that you keep a log each week (template provided) each week or whether there is a resubmission

If there is no submission in a given week or the assignment is not complete, it is recommended put an ‘x’.

If there is something missing and the participant is not able to pass please mark these as “for review” on moodle and also recommended you add a note to the spreadsheet with the missing item that is stopping them from passing.