



## **Bespoke Consultancy and Education Ltd (BCE)** **Checklist for Course Resources**

Name of Tutor Line Manager

Course Session Title

Date of Session Aim of Session

Resources to be used Resources received in advance of event Date Contents checked Yes/No  
and suitable

If the content is not suitable please explain why here:  
Detail of any actions identified:

If no actions taken:  
Approval of resources to be signed off and dated by the Operations Director:

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I understand that I will need to have my resources signed off by the Operations Director and I must not use any that have not been signed off. If the content is of concern I must draw the session to a close and report this to the Safeguarding Officer immediately.

Print Name:

Sign:

Date:

Reviewed March 2017