

# Post i-act course instructor report form and check-list



Upon completion of your i-act course, **before participants leave**, you should ensure:

- ✓ they have all completed **and signed** the i-act registration form;
- ✓ they have all completed an **i-act course feedback form**;
- ✓ you have **given out the certificates**;
- ✓ you have **copied the i-act registration numbers\*** from the certificates onto the i-act registration forms (otherwise we won't know which numbers you have assigned, and participants won't be able to access the i-act online recourses);
- ✓ you have **taken a photo of the group** to send to i-act (email: [info@i-act.co.uk](mailto:info@i-act.co.uk) or tweet it and add @iact\_training within your tweet, or text or WhatsApp to 07968118807). Photos should be sent on the same day as the course.

\*For more information on how to generate participant i-act registration numbers, see chapter 5 of your i-act instructor toolkit.

After your i-act course:

- ✓ enter the participants' details (name, email, organisation and i-act registration number) into the online portal as soon as possible, but no later than five working days from the date of the course. Without this your participants will not be able to access any of the online i-act resources, and this may also affect their accredited status and their CPD points. See chapter 5 of your i-act instructor toolkit for details of how to access the online portal;
- ✓ ensure that you have submitted a photo of the group to i-act;
- ✓ submit the participant feedback forms and this 'post i-act course instructor report form' to i-act within 10 working days of the date of the course (see chapter 5 of your i-act instructor toolkit for simple ways of how to do this – just use your mobile phone to scan and send free of charge!).

**Please complete both sides of this form and return it to i-act, along with the participant feedback forms, within 10 working days of the date of the course.**

Name of i-act instructor:	
Version of i-act: (please specify <b>UMH</b> or <b>MMH</b> , full/half day, accredited, bite-sized)	
In-house or open course:	Date:



Number of participants starting the i-act course:

Number of participants completing the i-act course:

Organisation commissioning the i-act training (if in-house):

i-act training venue, address, area or postcode:

Which aspects of the i-act course went particularly well?

Were there any aspects of the i-act course that presented a challenge or issue?

Please provide any other comments here:

*Thank you for completing this form and for your dedication and commitment to i-act.  
We know that the i-act training not only improves the quality of people's lives but it also  
saves lives – thanks for being a part of this and making a real difference.*