



## Reachitt Checklist for tutors

*This checklist will help you keep on track with the key activities of the Reachitt framework.*

### Intro call

- reviewed the students free learning plan submissions (before the call)
- asked the student more about their goal
- explained how I can individually help them
- explained how the Reachitt framework can help them reach their goal
- provided an overview of the Reachitt steps they can expect
- directed the student to purchase hours through the Reachitt packages

### Discovery call

#### **Before the call**

- received email on what package and associated hours the student has purchased
- reviewed the current level of the student from the current level test (where available)
- familiarised myself with the Reachitt roadmap so I am ready to populate it
- prepared some additional material to test the student across different foundational areas

#### **During the call**

- understood the specific details at the students goal and timeframe
- understood the students motivation
- discussed their learning preferences and techniques to keep them accountable
- understood how much time they have dedicated per week and advised whether the goal is realistic
- asked the student what times of the day they can commit to learning
- identified the most relevant foundational areas for the student based on their goal
- conducted testing to understand the current level of the student across different foundation areas
- documented the score of the student per foundation area to populate the roadmap
- explained the next steps, that you will send a roadmap for them to review
- conducted the rest of the lesson in line with what I have learnt about the student goal

### Roadmap generator

- collated all the necessary information about the student to populate the Reachitt roadmap
- used the Reachitt roadmap tool to input key information around the students goal and foundation areas
- received a "google slides" version of the roadmap
- identified the best measurement methods for the student
- edited the roadmap to include key details about check-ins and finalised the format

- deleted non-relevant foundational areas
- converted to PDF and sent to the students
- sought feedback from the student and made updates to the document
- resent an updated version to the student and declared as the baseline roadmap that will be followed

### Check-ins

#### **Before the call**

- reviewed the original roadmap and where the student should be by the check-in point
- prepared material for each foundation area and prepared how I will test the student
- conducted some testing ahead of the call where possible by (offline testing)
- documented outputs from offline testing in the roadmap google slides

#### **During the call**

- Discussed progress generally on how they are performing
- Conducted testing required during the call
- Documented their progress against the Reachitt roadmap template
- Discussed whether they are on track or off track relative to the goal journey
- Discussed where they could potentially improve to get back on track
- Identified how they can improve motivation if needed

#### **After the call**

- Updated the roadmap for their latest progress
- Shared the roadmap with the student

### Final goal date

- Consider all the points as per check in calls but also consider
- Assess whether student has hit their goal as per the roadmap
- If they have hit the goal, celebrate and encourage them to take on their next goal
- If they have not hit their goal reflect on where they could improve
- If they have not hit their goal encourage them to purchase additional hours to finish off the goal