

## MONITORING AND REVIEW

**This guidance is designed to support agreements on monitoring and review procedures outlined in Section 2 & 3 of this manual, the Partnership and Service Agreements**

### 1. Requirements

The ability to monitor the progress of students and the quality of the provision when students are working away from their Learning Base, either School or College, is essential if the scheme is to provide high level learning experiences.

Quality Assurance procedures operating across the scheme will provide checks within participating organisations that their provision is high quality and functioning properly. At the level of the Learner and Teacher however regular review is necessary to ensure students are on track, meeting targets and likely to succeed.

The following Monitoring and Review documents are aimed at supporting students and staff in these processes.

### *References*

Quality Assurance Procedures

### Student Review

**To be completed by the Learning Provider**

Student Name: \_\_\_\_\_

Learning Base: \_\_\_\_\_

Course Title: \_\_\_\_\_

Learning Provider: \_\_\_\_\_

Course Level: \_\_\_\_\_

Period of Report: Yr 1 Oct/Dec/Feb/April/June/July

Yr 2 Oct/Dec/Feb/April/June

Possible sessions attended to date: \_\_\_\_\_ days. Actual number of sessions attended: \_\_\_\_\_

	Poor	Adequate	Good	Very Good		Poor	Adequate	Good	Very Good
Effort					Communication				
Motivation					Co-operation				
Enthusiasm					Initiative				
Reliability					Discipline				
Attitude					Dress for Purpose				

Learning Provider comment

Achievements to date & targets for next period: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Job Title: \_\_\_\_\_ Date \_\_\_\_\_



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**Year 1**

**Student Monitoring Report**

Unit/Test Possible	Units Achieved to 31 Oct	Units Achieved to 31 Dec	Units Achieved to 15 Feb	Units Achieved to 31 March	Units Achieved to 25 May	Units Achieved to July 15

**Year 2**

Unit/Test Possible	Units Achieved to 31 Oct	Units Achieved to 31 Dec	Units Achieved to 15 Feb	Units Achieved to 31 March	Units Achieved to 25 May



Placement Company Name (if applicable) \_\_\_\_\_

Student Comment: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Learning Base Comment: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

