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| **Post-placement action plan** | | | | |
| Purpose | Who | Actions | Done | Further actions |
| Prepare for the end of placement review meeting with the student | Provider & employer | Arrange a date with the student for the review meeting |  |  |
| Check placement learning goals have been met, especially those set against any occupational specialism, and discuss feedback to be given to the student. Record the student's key strengths and areas for development, and their performance measured against the placement learning objectives |  |  |
| Employer | Check that all equipment and resources have been returned |  |  |
| Review and record the impact the student’s placement has had on the business |  |  |
| Write an appraisal for the student – this could be the closing statement in the student’s logbook and should evidence their progress against their learning goals |  |  |
| Ask the placement supervisor/mentor to write a reference for the student |  |  |
| Provider | Check the student has completed their logbook, including the summary of achievements measured against the agreed learning objectives |  |  |
| Review the discussions recorded at formal review points during the placement, including a record of student progress against their learning goals |  |  |
| Check the placement supervisor/mentor has provided a reference |  |  |
| Check the industry placement agreement was signed by all parties |  |  |
| Check SEND evidence is included (where applicable) |  |  |
| During the placement review meeting | Employer | Provide the student with feedback on their placement |  |  |
| Provide the student with a reference from their placement supervisor/mentor |  |  |
| Provider | Ask the student for their perspective on the placement:   * what went well? * what could the provider do better? * what could the employer do better? * what else could be improved? * what do they know now that they would have liked to have known at the start of the placement? |  |  |
| Ask the student if the placement has helped them to make an informed career choice about the sector |  |  |
| Ask the student if the placement has given them insight into the range of career roles that might be available to them |  |  |
| Ask the student if they have developed a clear understanding of the routes available to reach their career goals |  |  |
| Check the student has added the employer reference to their portfolio/professional profile and updated their CV with the skills learned and experiences gained during the placement |  |  |
| Check the student has noted any work email addresses and phone numbers for people they want to keep in touch with |  |  |
| Encourage the student to send their placement supervisor a letter or email thanking them for their support, outlining what they learned and asking if they would be willing to give them a reference in the future |  |  |
| Ask the student what they will be doing next – have they registered for an apprenticeship? Will they start work? etc |  |  |
| Check the industry placement completion declaration form has been signed by all parties |  |  |
| Celebrate the industry placement | Provider & employer | Share success stories on social media platforms, for example, a blog or video case study (make sure consent has been given) |  |  |
| Discuss sharing the placement as a case study |  |  |
| Plan an event to celebrate the success of the placement |  |  |
| Provider | Ask the student for a short presentation or video case study about what they learned during the placement and their next steps (make sure consent has been given) |  |  |
| Create an opportunity for the student to give a presentation at a celebration event |  |  |
| Reflective practice | Provider & employer | Review the success of the placement with the employer. Gather feedback and identify considerations for future placements. Feedback can be collected in person, over the phone or via Microsoft Forms |  |  |
| Provider | Review all the feedback gathered during and after the placement and identify areas for improving future industry placements |  |  |
| Will the employer be offering another placement? If not, find out why |  |  |
| Has the employer offered the student a further opportunity such as an apprenticeship, a temporary or permanent job role, or an internship? If not, find out why |  |  |
| Certification | Provider | Make sure the results and certification portal is completed by the required deadline and that student records are accurate. |  |  |