Checklist: midpoint review

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| **Midpoint review**  |
| Key questions | Suggestions |
| Who designs the review process? | T Level course leader and/or tutorsSpecialist work placement assessment teamThe employer |
| What is its main purpose? | To consider what the employer is providing and how the student is responding To assess whether the expectations identified in the industry placement agreement are being met.  |
| What should it cover? | The student’s performance and behaviour against learning goalsActivities undertaken by the student, including where they have worked, what they have done, and how they have contributed Whether the employer’s expectations are being met Any concerns over absence or other issuesWhether the role is providing experience that develops skills and matches the occupational specialisms for the appropriate pathwayWelfare and safeguardingWhether the student is being sufficiently stretched by the work they are doing on the placementWhether the student is having a positive experience  |
| Who is involved? | Course leaders and/or tutors with the expertise to ensure that skills and knowledge for the relevant health pathway are understood and accurately recorded[Placement supervisor and mentors](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450120850)Staff involved in providing pastoral care  |
| How is it conducted? | Face-to-face, virtually or by telephone. It is good practice to conduct at least two of the reviews face-to-face |
| What should the student know? | When and where the assessment takes place?Who is involved?What the process is?What do they need to bring with them, for example evidence of learning, activity logs, reflections?How are outcomes of the assessment recorded?Who is the information shared with? |
| How is progress tracked? | Providers often use a standardised process to track student’s progress while they are on placement Software packages may be used, for example Grofar, MAPS, CollsysEmployers can track and monitor progress themselves |
| How do employers give feedback? | Employers need to know what they are reporting on before the placement starts Providers may supply templates to make sure employers provide the relevant information, incorporating [progress indicators](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896937/Annex_F_progress_indicators.pdf) Templates should include ‘free-form’ sections for employers to write their feedback, as well as limited choice questions |
| What are the outcomes? | Assurance that students are enjoying and benefiting from the placement and that employers are happy with the way it is goingAny adjustments that must be made, such as moving students to alternative roles, departments, or even new placements  |