Checklist: prepare for midpoint review

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| **Midpoint review** | |
| Key questions | Suggestions |
| Who designs the review process? | * T Level course leader and/or tutors * Specialist work placement assessment team * The 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 goals * Activities undertaken by the student, including projects they have been involved in, ideas they have contributed, and their evidence, for example in laboratory notebooks * Whether the employer’s expectations are being met * Any concerns over absence or other issues * Whether the role provides experience that develops skills and matches the occupational specialisms for the appropriate pathway * Welfare and safeguarding * Whether the student is being sufficiently stretched by the work they are doing on the placement * Whether the student is having a positive experience |
| Who is involved? | * Course leaders and/or tutors with the expertise to ensure that technical knowledge and requirements for the relevant scientific pathway are understood and accurately recorded * The student * Placement supervisor and mentors * Staff involved in providing pastoral care |
| How is it carried out? | * Face-to-face, virtually or by telephone. It’s good practice to carry out at least two of the reviews face-to-face |
| What should the student know? | * When and where the assessment takes place? * Who’s involved? * What the process is? * What they need to bring with them, for example, evidence of learning, and 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’re on placement * Software packages may be used such as Grofar, MAPS, Collsys * Employers can track and monitor progress themselves |
| How do employers give feedback? | * Employers should 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](about:blank) * 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’s going * Any adjustments that must be made, such as moving students to alternative roles, departments, or even new placements |