**Template: end of placement action plan**

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| **End of placement action plan**  |
|  | Actions | Done | Further actions |
| Employer | Get a written employer appraisal, this could be from the closing statement in the student’s logbook |  |  |
| Carry out a formal endpoint review for each student |  |  |
| Review the impact of the student’s work including what worked and not so well  |  |  |
| Check that all equipment and resources are returned |  |  |
| Identify plans for internal events to celebrate success  |  |  |
| Agree suitable case studies |  |  |
| Agree positive social media and press releases |  |  |
| Identify considerations for future placements, where employers are not repeating delivery, identify why |  |  |
| Student | Check that the student has completed a logbook including a summary of achievements against agreed learning objectives |  |  |
| Get the student’s perspective on the placement |  |  |
| Ask the student to produce a short presentation on what they have learned during the placement  |  |  |
| Create an opportunity for the student to give their presentation, for example at a celebration event |  |  |
| Suggest that the student thanks their main contact at the placement for their help, sharing what they have gained from it  |  |  |
|   | Yes/No | Further action |
| Progression – the student should be encouraged to reflect on their answers explaining how and why. | Has the placement helped the student to make an informed career choice in the science sector? |  |  |
| Has the placement offered the student more insight into the range of career roles that might be available?  |  |  |
| Has the student developed a clear understanding of routes towards their career goals?  |  |  |
| Has the student made a note of any work email addresses and/or work phone numbers for people they want to keep in touch with? |  |  |
| Has the student asked their supervisor and/or mentor if they would be willing to give them a reference in future? |  |  |
| Has the employer offered further opportunity, apprenticeship, temporary or permanent job role, internship? |  |  |