

## 23\_24 Trainee Support Plan

**Super Admin**

**22/08/2023**

**Date:**

Date of Issue

The Trainee Support Plan is for trainees who need a little extra support to make expected progress and is described in the Programme Handbook in section 3.8.1. The intention is to be supportive and to help the trainee to get back on track.

If there are a significant number of targets, or if it is anticipated that it will take more than two weeks to meet them, then you must initiate a **Cause for Concern** instead.

Once the targets have been added to the form it should then be submitted. This will then move it to the review phase where the remainder of the targets section and the review section can be completed.

The form can then be submitted for the final time to complete it.

Date of Issue:

**Reason for TSP**

**Description of the reason/s for issuing the Trainee Support Plan (*Lead Mentor to complete if during school based work, university tutor if during taught course*):**

## Guidance for Setting Targets

**Targets should be SMART (Specific, Measurable, Achievable, Realistic, Time-Related)**

**These targets should be discussed, and progress recorded, at the Weekly Development Meeting.**

2-week action plan completed by Lead Mentor and UVT. This should be completed and agreed upon by both.

Please link to the specific Profile Descriptor when entering the targets in the next section.

## Action Plan

s.no.	Targets	Date to be completed	Has the trainee met the target? <i>If not please issue another Cause for Concern.</i>	Date of when the targets are met <i>If the target is not met, please do not select a date</i>
Target 1	<input type="text"/>	<input type="text"/>	--Choose item-- ▾	<input type="text"/>
Target 2	<input type="text"/>	<input type="text"/>	--Choose item-- ▾	<input type="text"/>
Target 3	<input type="text"/>	<input type="text"/>	--Choose item-- ▾	<input type="text"/>
Target 4	<input type="text"/>	<input type="text"/>	--Choose item-- ▾	<input type="text"/>
Target 5	<input type="text"/>	<input type="text"/>	--Choose item-- ▾	<input type="text"/>
Target 6	<input type="text"/>	<input type="text"/>	--Choose item-- ▾	<input type="text"/>

## How to Achieve the Targets?

How will the trainee meet this target? What will be done to achieve this?

Support

*Please include detail of what training/support is going to be put in place to provide opportunity for the trainee to meet the targets.*

How will you know that the issue has been resolved?

Date for the Action Plan to be completed (max 2 weeks)

## Review

Please go to the Submit section and click on the 'Submit' button to be able to edit this section.

Note: The form should be in 'Review' phase to be editable.

Has the trainee met all the targets?

- Yes     No

Is the Trainee Support Plan concluded?

- The TSP has been concluded     The TSP has not been concluded and a CFC will now be issued

## Signature

**Please ensure that all the key questions are answered and the below roles have signed before you click on the 'Submit' button in the next section.**

Lead Mentor Signature

- Yes
- No

University Visiting/Personal Tutor

- Yes
- No

Trainee

- Yes
- No