

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 ar the Programme Handbook in section 3.8.1. The intention is to be supportive and to help the trainee to track.	
If there are a significant number of targets, or if it is anticipated that it will take more than two weeks then you must initiate a Cause for Concern instead.	to meet them,
Once the targets have been added to the form it should then be submitted. This will then move it to t where the remainder of the targets section and the review section can be completed.	he review phase
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 I complete if during school based work, university tutor if during taught of the complete if during taught of t	

Page: 1 of 5 Date: 22/08/2023 13:19:30

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.

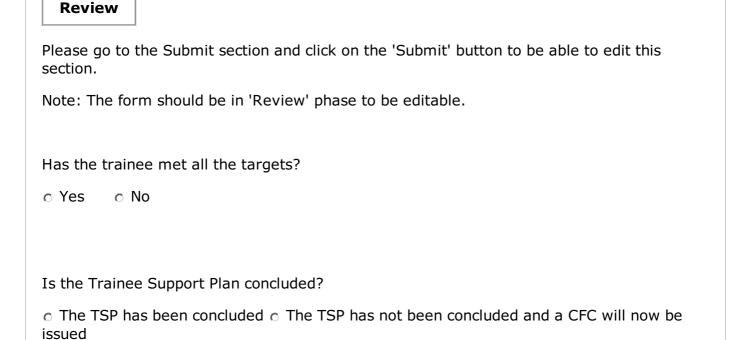
Action Plan

7.55.5.1.1.1.1.1		_		
s.no.	Targets	Date to be completed	Has the trainee met the target? If not please issue another Cause for Concern.	Date of when the targets are met If the target is not met, please do not select a date
Target 1			Choose item	
Target 2			Choose item	
Target 3			Choose item	
Target 4			Choose item	
Target 5			Choose item	
Target 6			Choose item	

Page: 2 of 5 Date: 22/08/2023 13:19:30

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, opportunity for the trainee to meet to	support is going to be put in place to provide he targets.				
How will you know that the issue has	been resolved?				
Date for the Action Plan to be comple	atad (max 2 wooks)				
Date for the Action Plan to be comple	cieu (iiiax 2 weeks)				

Page: 3 of 5 Date: 22/08/2023 13:19:30



Page: 4 of 5 Date: 22/08/2023 13:19:30

Signat	ure								
Please ens					ed and th	e below r	oles have	signed b	efore
Lead Men	tor Sig	nature							
c Yes									
University	[,] Visitii	ng/Perso	onal Tuto	r					
c Yes									
Trainee									
o Yes o No									

Page: 5 of 5 Date: 22/08/2023 13:19:30