**Action Plan Template**

**To be used where there are concerns about a student’s progress on placement**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Full Name | |  | | | | | | | | |
| University | | Leeds Beckett University | | | |  | | | | |
| University of Leeds | | | |  | | | | |
| Programme | | BA |  | | | MA | |  | | |
| Placement | | First |  | | | Final | |  | | |
| Local Authority / Agency | | Leeds Adult | | |  | Leeds Children | | | |  |
| Wakefield Adult | | |  | Wakefield Children | | | |  |
| Agency (add name) | | |  | | | | | |
| PE1 / PE2 in training | |  | | | | | | | | |
| PE2 / PE2 Mentor | |  | | | | | | | | |
| Workplace/Practice Supervisor | |  | | | | | | | | |
| University Tutor | |  | | | | | | | | |
| Placement Start date | |  | | | | | | | | |
| Number of days the student has completed on placement so far | | | | | | | | |  | |
| Key issues to address (based on PCF domains)  This should be task centred and address both areas that the student will address and support that will be offered to the student to do so | | | | | | | | | | |
|  | | | | | | | | | | |
| Date form completed |  | | | Review date | | |  | | | |
| Summary of review meeting and actions to be taken (e.g. student to continue on placement or fail recommendation) | | | | | | | | | | |
|  | | | | | | | | | | |
| **Signatures (as applicable)** | | | | | | | | | | |
| Student |  | | | | | | | | | |
| PE1 / PE2 in training |  | | | | | | | | | |
| PE2 / PE2 Mentor |  | | | | | | | | | |
| Workplace/Practice Supervisor |  | | | | | | | | | |
| University Tutor |  | | | | | | | | | |