## 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 |  |
| Type of Placement | Adult | |  | Child |  |
| Team Name | | |  | | |
| Practice Educator Name | | |  | | |
| PE2 Mentor Name (if applicable) | | |  | | |
| Practice Supervisor Name (if applicable) | | |  | | |
| Tutor Name | | |  | | |
| 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 to be reviewed | |  | | | |
| Actions following review (student to continue on placement or fail recommendation) | | | | | |
|  | | | | | |
| Signed (Student) | |  | | | |
| Signed (PE1 or PE2) | |  | | | |
| Signed (PE2 mentor if applicable) | |  | | | |
| Signed (Tutor) | |  | | | |