

# ESF Youth Work Placement Learner Review Guidance

Was this review pre-planned? Y / N

*If NO give reasons why within the 'On-going Monitoring Record' included in the Individual Learning Plan.*

## **General overview / areas for discussion.**

What training and development activities have taken place – were these planned and / or recorded on the Learners Individual Learning Plan? *Please refer to the Action Plan*

What has been achieved and which of the agreed targets have been met? Please refer to the Action Plan. *Remember to bring any unachieved targets forward when setting future targets.*

What are the reasons where targets have not been met?

What support has the learner had from their Employer / other input?

Is there anything that may hold you back from completing your qualification by your expected end date, if so – how can we help? *Please update Action Plan where changes are identified.*

Have you had any work place accidents since the last review and if so, have these been reported to your training provider? What were they and were they recorded in the accident book?

Has the learner got any concerns regarding their work placement ie any Health & Safety issues?

## **Health & Safety and Equal Opportunities Questions**

Please ask the Learner three questions on Health & Safety, two on Equal Opportunities and two on Learner Awareness.