**Key activities with the provider**

Use the template to:

* Go through the key activities involving the provider before, during and after the placement
* List the named contact at the school or college who will be supporting you in each activity
* Schedule the activities
* Say how the activity will happen – meeting, location, documents needed etc.

Before the placement

| **Key Activity**  | **Provider Contact** | **When** | **How** |
| --- | --- | --- | --- |
| Confirm the placement job role – what the student will do during the placement |  |  |  |
| Select a student for the placement |  |  |  |
| Complete placement paperwork  |  |  |  |
| Get to know the student |  |  |  |
| Prepare the team – line manager, mentor, colleagues |  |  |  |

During the placement

| **Key Activity**  | **Provider Contact** | **When** | **How** |
| --- | --- | --- | --- |
| Welcome the student and carry out an induction  |  |  |  |
| Monitor the student’s progress and report any performance issues |  |  |  |
| Carry out mid-term review (student – line manager – provider) |  |  |  |

After the placement

| **Key Activity**  | **Provider Contact** | **When** | **How** |
| --- | --- | --- | --- |
| Carry out end of placement review with the student |  |  |  |
| Carry out end of placement review with the provider |  |  |  |
| Organise / take part in celebration activities |  |  |  |