Student review (Industry Placement)

This resource is to be used during review meetings with the student. Just like any employee or new starter, it is important to record what was discussed during the meeting, and any actions agreed. You may have your own review document you may want to use, or can utilise this.

Date and time:

Name of student:

Line Manager name:

T Level route:

Previous actions carried forward

1.

2.

3.

|  |  |  |
| --- | --- | --- |
| **Item** | **Yes/No** | **Notes** |
| Student has completed mandatory training. |  |  |
| Student understands goal(s) they are working towards. |  |  |
| Student understands primary projects they will be responsible for. |  |  |
| Student understands the tasks to be working on during the next week/day of their Industry Placement. |  |  |

Overview of progress so far:

Areas of strength:

Areas of development:

Agreed actions:

1.

2.

3.

Line Manager signature:

Student signature: