***END OF PLACEMENT REVIEW***

***WITH THE STUDENT’S COLLEGE OR SCHOOL***

This tool will help you reflect with the college (or school, or other type of training provider) on how the placement has gone. It should help you to make placements work better in the future, for students, for you, and for the college, school or provider.

It is important to link this review to the end-of-placement review with the student to capture their views. You can use this tool alongside the **End-of-placement review - with the student** tool.

**Here are ideas for specific issues to cover in the review:**

| ***TOPIC*** | ***QUESTIONS TO EXPLORE*** | ***NOTES AND ACTIONS*** |
| --- | --- | --- |
| **Selecting students** | * How well did the student match what we were looking for? * Where was there a mismatch, and why? * How might this process be improved in future? For example, should we interview all students, or use other selection methods? |  |
| **Placement models**  day / block / mixed | * How well did the model work for us? * How well did the model work for the college or school, and how well did it fit with the students’ courses? * Would we have benefited from more flexibility? * How would we consider changing the model next time, if at all? |  |
| **Time of year** | * Was the placement at a good time of year for us? * What would be the benefits of changing to another time? * Should we change the placement period, next time? |  |
| **Pre-placement training** | * Did the training that the student received before the placement give them a good start? * What wasn’t covered as much or as effectively as it could have been? What might have been ‘overdone’? * How could it be improved in future? |  |
| **Students with special educational needs and disabilities** | * How well did we support students with special educational needs and disabilities or with mental health conditions? * How well was the placement designed to take account of the student’s individual needs? * What extra support would help in future? |  |
| **Paperwork** | * How relevant and useful was the paperwork? * How could it be improved next time? |  |
| **Reviews and communication** | * Did the reviews help us understand where the placement was working well and not so well? * Did they help us maintain and achieve a high-quality placement? * How good was the communication with the college or school, generally? |  |
| **Quality and consistency** | * (If we had more than one student on placement) did they all work well? If only some did, how could that be better handled, next time? * What can we learn from all these placements? How might we do it better? |  |

**You can use this table to review the placement overall and think about future placements.**

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| --- | --- |
| ***CONCLUSION*** | ***NOTES AND ACTIONS*** |
| Overall, what have been the main benefits for our organisation of the industry placement? |  |
| What have been the main costs (both direct and indirect)? |  |
| Were the benefits worth more to us than the costs? If not, why not? |  |
| Should we do more placements, and if so when? |  |
| Who are the key people to get involved, next time? |  |