**RECORD OF REVIEW MEETING**

Informal monitoring of an Activity Agreement should be undertaken weekly/fortnightly, at the discretion of the Personal Advisor this would be expected to include progress and attendance updates.

Personal Advisors should hold review meetings, including the participant, at a minimum of a 3 monthly basis, and at the end of the agreement, including if the agreement is less than 3 months in duration. The Activity Agreement Coordinator may be invited when appropriate.

Copies of review documents should be sent to the Activity Agreement Coordinator.

 Review meetings should include:

• Views of Participant

• What progress the participant is making including around key skills and personal attributes for employability

• Any problems arising and strategies to address these.

• Comments/views of learning provider and any other involved partners.

• Any changes to Agreement (e.g. increase/change of provision). Please note the plan should updated accordingly for any changes, major changes in Activity Agreement plans must be agreed with the relevant Coordinator

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| **Name of participant** |  | **Date of Birth** |  |
| **Name of Advisor**  |  | **Date of review** |  |
| **Present at review**  | **Name** | **Designation** |
| **Signed (participant)** |  | **Signed (Advisor)** |  |

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| **Review/Progression** |
| Please include information relevant to employability key skills and personal attributesEmployability skills are the “key skills and personal attributes you need to enter, operate in and thrive in the new world of work” These are the transferable skills we take with us from one work situation to another, just like a tradesperson carries their toolbox |
| **Key skills include** | **Personal attributes include** |
| Communication | Loyalty | Commitment |
| Teamwork | Honesty  | Enthusiasm |
| Problem solving | Integrity | Personal presentation |
| Initiative and enterprise | Reliability | Positive self-esteem |
| Planning and organisation | Common-sense | Balanced attitude to work and home life |
| Self-management  | Motivation | Ability to deal with pressure |
| Learning skills | Adaptability | Sense of humour |
| Technology |  |  |
| **Please complete record on next page** |
| **Record of review meeting** |
| **Actions and next steps**Please record any actions arising from this review and update the plan if required |

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| **How is progress being monitored? (i.e. frequency and nature of contact)** |
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| **Outcomes and destinations**At the end of the agreement please record outcomes and destinations including any qualifications gained and to what extent the goals of the plan have been met |
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