

## INITIAL MEETING CHECKLIST

### Key items to be discussed at the learner's initial meeting

- Previous experience & previous placement experience
- Does the learner have a Reasonable Adjustments in Practice Plan?
- Action plans in previous placements? – please note for any retrieval placement, an action plan must be formulated at the initial meeting
- Outstanding proficiencies – consider the use of learning logs to gather evidence for the assessor
- Learning style – how do students learn best?
- Learning opportunities available
- Staff and learner expectations – adherence to professional values/ ensure high quality learning environment (see Learning Experience Charter)
- Off duty
- Sickness/absence reporting – contact number and who to report to.
- Raising concerns – who can learners speak to?
- Dates of midway and final meeting – plan for the beginning of the week so there is still time if unable to complete



Vocational Learning and Development Team

'for you, about you and to support you'