|  |  |
| --- | --- |
| Course Title: | Contract No: |
| No. of Learners that started the course:  No. of Learners that finished the course: | Contractor: |
| Start Date: | Finish Date: |

Part 1 - Recruitment:

|  |
| --- |
| Who interviewed the participants? |

|  |
| --- |
| Please comment on how well the selected participants matched the specified trainee profile. |

|  |
| --- |
| Describe what worked well with the recruitment process? |

|  |
| --- |
| Please add suggestions for improvements to the recruitment for the course? |

|  |  |  |
| --- | --- | --- |
| Detail any issues that arose during the Recruitment Phase in the table below[[1]](#footnote-1): | | |
| Issue description | When did the issue arise? | What response was required? |
|  |  |  |

Part 2 – Programme Delivery:

Specific Skills Training

|  |  |  |
| --- | --- | --- |
| Detail any issues that arose during the SST Phase in the table below[[2]](#footnote-2): | | |
| Issue description | When did the issue arise? | What response was required? |
|  |  |  |

|  |
| --- |
| Was it necessary to alter the training design/structure of the course? (If so, please give details and specific reasons for the alterations). |

|  |
| --- |
| Were there any areas of this course that deserve special highlighting? Comment: |

|  |
| --- |
| How did the duration of the SST element impact on its effectiveness? |

|  |
| --- |
| What were the typical concerns of the participants during the SST element? |

|  |
| --- |
| How were participants concerns addressed? (provide 1 or 2 specific examples of actions taken) |

|  |
| --- |
| What changes would you make to the SST element of the course to make it more relevant to employment in the sector? |

If you were running this course again what modifications/improvements (if any) would you make to:-

|  |
| --- |
| Course Aim/Objective |

|  |
| --- |
| Trainee Profile |

|  |
| --- |
| Course Content |

|  |
| --- |
| Tutors |

|  |
| --- |
| Other |

Work Placement

|  |  |  |
| --- | --- | --- |
| Detail issues that arose during the work placement element in the table below: | | |
| Issue description | When did the issue arise? | What response was required? |
|  |  |  |

|  |
| --- |
| What % of early exits is related to the work placement transition and what are your observations regarding this issue?  %:  Observations: |

|  |
| --- |
| What changes would you implement to make the transition into the work placement element of your course more effective? |

|  |
| --- |
| How did you go about sourcing work placements for participants? (Describe any business structure that you think is (or would be) effective). |

|  |
| --- |
| How did the duration of the work placement element impact on its effectiveness? |

|  |
| --- |
| What were the typical concerns of the participants during the work placement element? |

|  |
| --- |
| How were participants concerns addressed? (provide 1 or 2 specific examples of actions taken) |

|  |
| --- |
| Please add suggestions for improvements to the work placement module for any future courses: |

Part 3 – Outcomes/Key Performance Indicators:

Certification/Further Education or Training/Employment Outcomes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Numbers  Started | Numbers  Exiting  Early | Numbers Completed[[3]](#footnote-3) | Numbers achieving partial certification[[4]](#footnote-4) | Numbers achieving full certification[[5]](#footnote-5) | Numbers receiving No certification[[6]](#footnote-6) |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Numbers Progressed to Further Education or Training | Numbers transitioned to Part-Time employment | Numbers transitioned to  Full-Time employment |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Achievement of KPI | | |
| List KPI as per contract | Achieved (Yes/No) | Comment |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Signed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contractor/Tutor | Date: |

**For ETB Use Only**

|  |
| --- |
| Further Action Required: |

|  |  |
| --- | --- |
| Signed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorised Person | Date: |

1. To be completed by the Contractor if they were involved in recruitment phase. [↑](#footnote-ref-1)
2. To be completed by the Contractor if they were involved in recruitment phase. [↑](#footnote-ref-2)
3. No early exit. [↑](#footnote-ref-3)
4. Received any formal certification for any module. [↑](#footnote-ref-4)
5. Received certificate(s) for all of the planned certification as per the proposal. [↑](#footnote-ref-5)
6. Received no certification. [↑](#footnote-ref-6)