

New Student Referral

- 1. Coordinator to email /call.
- 2. Student added to Cobalt.
- Contact student and arrange first session within 24/48hrs via phone & email.
- 4. 1<sup>st</sup> Session go through **121** *initial session guidance*.
- 5. Advise your support coordinator if you have not been successful in booking a second session.
- 6. Please check the students course end date with them and ensure this is consistent with data on Cobalt.

## **Regular admin**

 Update your support coordinator with nonengaging students.

## Completed Students

- Testimonial
- <u>Access to work</u>Inform your support
- coordinator of your students' final grade.Only support after
- the end of term with written agreement from the office.

to ensure we can continue to deliver our recognised high standard of services. **SESSION LOGS** Keep confidentially (initials). Please do **1<sup>ST</sup> SESSION:** not submit unless **Complete Workplan** requested to on Cobalt and review every 3 months. **CANCELLED SESSIONS** If 2 cancelled sessions in a RESOURCES term review continuation of One to one support with your support coordinator Support Strategy resources and/or blog to be process submitted once a year as part of your CPD requirement. **DEFERRALS &** Required CONTINUING STUDENTS Administration Review with office students' **REVIEW Workplan every 3** progress and continuing months support before commencing. Caseload spreadsheet to be Final year students cannot have kept up to date as may be support after their course end requested ad hoc or reviewed date unless agreed with the at PDR.

funding body.

In line with the Department for Education Audit it is essential that you follow this process