

Timing	University Action	School Action
Summer Term	Placement Offers form, Partnership Agreement and Course Calendar sent to Partner Schools requesting offers across the whole year	Professional Mentor returns: - Completed Offers document - Signed Partnership Agreement - School Bank Details (on Letter Headed Paper)
Aug/ Early Sept	Provisional placement notification sent to partner school based on offers received	N/A
Early Sept	Final confirmation of trainee(s) sent to school including - Trainee Name(s) - Vetting Check form(s) - Details of Mentor training and resources	- Securely save a copy of the Vetting Check form(s) - Professional Mentors and Subject Mentors should familiarise themselves with the Partners' Intranet - Undertake Mentor Training
September – End of Autumn Term (As per calendar)	PP1 Moderation Tutor will contact school during the Placement Ensure Professional Mentors and Subject Mentor are signed up to Partnership Bulletins Towards the End of placement raise a Purchase order and invite school to invoice for placement (amount as per offers document)	Provide support throughout placement Submit: Collaborative Review Document (As per deadline on Essential documents page of Partners' Intranet) Invoice university for placement payment
Towards end of Autumn Term	Provisional placement notification sent to partner school based on offers received	If school unable to support planned placement contact University ASAP
Before Christmas Break	Final confirmation of trainee(s) sent to school including - Trainee Name(s) - Vetting Check form(s) - Details of Mentor training and resources - Final AP Form (AP2) from previous placement	- Securely save a copy of the Vetting Check form(s) - Professional Mentors and Subject Mentors should familiarise themselves with the Partners' Intranet - Undertake Mentor Training
Beginning of Spring Term – End of Course (As per calendar)	PP2 Moderation Tutor will contact school during the Placement Ensure Professional Mentors and Subject Mentor are signed up to Partnership Bulletins Towards the End of placement raise a Purchase order and invite school to invoice for placement (amount as per offers document)	Provide support throughout placement Submit: Collaborative Review Document (As per deadline on Essential documents page of Partners' Intranet) Invoice university for placement payment