

Student Name	Joe Bloggs
Student CRN	Office use only
Student D.O.B	CRN/DOB label here
Support Type	Specialist 1:1 Study Skills (SpLDs)

Invoice number	017
Company name	Falmouth Exeter Plus
Funding body	Student Finance England



Attended sessions

Location	Mode of Delivery	Date	Start Time (HH:MM)	Finish Time (HH:MM)	Total Breaks* (HH:MM)	Total Hours	Student Signature	Support Worker (PRINT NAME)	Support Worker Signature
TH Sem X	Face to Face	17/11/17	14:00	16:00	00:00	2	XXXXXX	Julie Bloggs	XXXXX
<div data-bbox="398 635 1429 805" style="border: 1px solid blue; padding: 5px; margin: 10px auto; width: 80%;"> <p>If you are providing band 4 support sessions (study skills, mentoring, AT) please complete one line per session so that the work plan can be included on the reverse. Other bands can use multiple lines.</p> </div> <div data-bbox="1758 598 2060 758" style="border: 1px solid blue; padding: 5px; margin: 10px auto; width: 15%;"> <p>Support worker name has been moved to here.</p> </div>									

*Breaks – Support provided more than 8 consecutive hours are expected to include a break. Breaks must be recorded within 15min blocks. ‘Comfort’ breaks taken during shorter sessions do not need to be declared

Missed or Cancelled Sessions

Only chargeable missed/cancelled sessions should be included in this section. To ensure that we can process the invoice in a timely manner, please state the date and time when you were informed by the student that the session was cancelled along with the reason for cancellation. For non attendance please enter “NA” into the Date and Time Informed box below.

Reason	Date	Start Time (HH:MM)	Finish Time (HH:MM)	Total Hours	Date & Time Informed
Illness	04.01.18	16:00	17:00	1	04.01.18 at 09.00am

No need for student signature.
Record missed or cancelled sessions on a separate timesheet and not with claimable hours.

TOTAL TIMESHEET HOURS	2
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Session Work Plan

Support worker name	Julie Bloggs
Student name	Joe Bloggs
Support type	Specialist 1:1 Study Skills (SpLDs)
Session date	17/11/17

Part A: To be completed by the Support Worker before the session

Please record below details of the topic(s) to be covered during the session:

Time management and organisation – working back from deadline to plan assignment. Demonstrate and evaluate Pomodoro and Priority Matrix.

Part B: To be completed by the Student after the session

Was the session useful for you? Yes Partly No

Did the support worker offer you regular breaks if required? Yes No

Do you feel the session delivered was at a pace suitable for your needs? Yes No

Please note any comments you want to raise or you would like your support worker to consider (for example, on the pace of the session; availability of breaks if needed):

I now know what I need to do next and I feel more confident that I will get the work done on time.

When booking this session, did you get a reply within 1 working day? Yes No

Was your session confirmed between 1 and 7 days before it took place? Yes No

Part C: To be completed by the Support Worker after the student has completed part B

Please record below details of the topic(s) which were covered during the session:

Downloaded brief from Learning Space and highlighted tasks, word counts etc. Used calendar to work backwards from deadline to make sure enough time for each task/mini-deadline. Downloaded 'Focus' Pomodoro app to encourage working in short bursts. Quickly discussed Priority Matrix but Joe didn't find helpful.

Please record below next steps:

Check Joe is on target with assignment. Use template to help structure written description/key information about each photo.

Support worker's signature	XXXXX
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Student's signature	XXXXX
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