

Student Name	
Student CRN	<i>Office use only</i>
Student D.O.B	<i>CRN/DOB label here</i>
Support Type	

Invoice number	
Company name	Falmouth Exeter Plus
Funding body	



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

*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

TOTAL TIMESHEET HOURS	
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Session Work Plan

Support worker name	
Student name	
Support type	
Session date	

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:

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

Was the session useful for you? <input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No
Did the support worker offer you regular breaks if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you feel the session delivered was at a pace suitable for your needs? <input type="checkbox"/> Yes <input type="checkbox"/> 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):
When booking this session, did you get a reply within 1 working day? <input type="checkbox"/> Yes <input type="checkbox"/> No
Was your session confirmed between 1 and 7 days before it took place? <input type="checkbox"/> Yes <input type="checkbox"/> 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:

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Please record below next steps:

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Support worker's signature	
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Student's signature	
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