

Check list of documents to be sent to trainers for the end of the year review. To be handed in with work.

NB the trainee is responsible to ensure that these documents are copied and filed in their Portfolio of Evidence.

Name: John Dray

Year: 1

Date: 24/7/2023

Name of Tutor: Garthine Walker

Document	✓
1. ALL OUTSTANDING COURSE WORK (unless agreed by the tutors)	
2. Confirmation of Therapy Hours *	
3. Log of hours – See excel spread sheet *	
4. Peer Assessment *	
5. Personal Learning Journal	
6. Personal Development Profile In 4 th year Professional Development Profile	
7. Trainee Course Evaluation	
8. Supervision Report *	
9. Financial Report – A copy of an email to confirm all payments are up to date and/or any payment plans are still on course.	
10. Confirmation of safeguarding training	

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* copy required for portfolio.

I (Named tutor) have checked that this person does not owe WPI any outstanding fees and library books; that their work is complete and can progress to the next stage of training

Signed:

Date: