

## St Mary's Partnerships

Additional Support Plans (ASPs)

## **Purpose**

ASPs are a supportive mechanism designed to enable you to address specific areas for development within your practice. They allow for adaptation of the training plan, weekly focus and workload to support you in continuing to make expected progress while on placement. ASPs are part of a collaborative process between you, your mentor and your link tutor.

## When to use an ASP?

ASPs should be used as soon as a specific need for additional support becomes evident. The need for an ASP will usually be identified within a weekly training meeting. The link tutor, mentor and you will all be involved in setting in place an ASP and agreeing the areas of focus. This will be recorded on Abyasa. You will be given at least 5 working days to make progress towards the targets before a meeting is held to review what progress has been made.

The ASP will include a set of SMART targets and a timeline for completion. Please see below for the process of implementing and reviewing ASPs while on placement<sup>1</sup>.

ASP1&2

- ASP1: Setting SMART targets and additional support actions
- ASP2: Meeting review of targets (met/partially met/not met)
  Partially met, extend ASP1. Not met, go to ASP3.

ASP3&4

- •ASP3: SMART targets (may be refined) and reviewed additional support actions
- ASP4: Meeting review of targets (met/partial progress/limited progress/not met)
  Partial progress, reissue ASP1. Limited progress, extend ASP3. Not met, go to ASP5.

ASP5a/b

- •ASP5a: School withdraws the placement.
- •ASP5b: Trainee withdraws from the placement. In both cases, go to ASP6.

• Review meeting with Programme and Partnership to finalise next steps.

ASP6

## **Supporting Resources**

<u>Detailed Outlines of ASP Stages</u>
<u>Bank of SMART Targets</u>
Examples of Possible Pathways and Interventions

<sup>&</sup>lt;sup>1</sup> Please note that an ASP5a/b can be completed at any point during the placement if the school or trainee choose to withdraw.