

St Mary's Partnerships Additional Support Plans (ASPs)

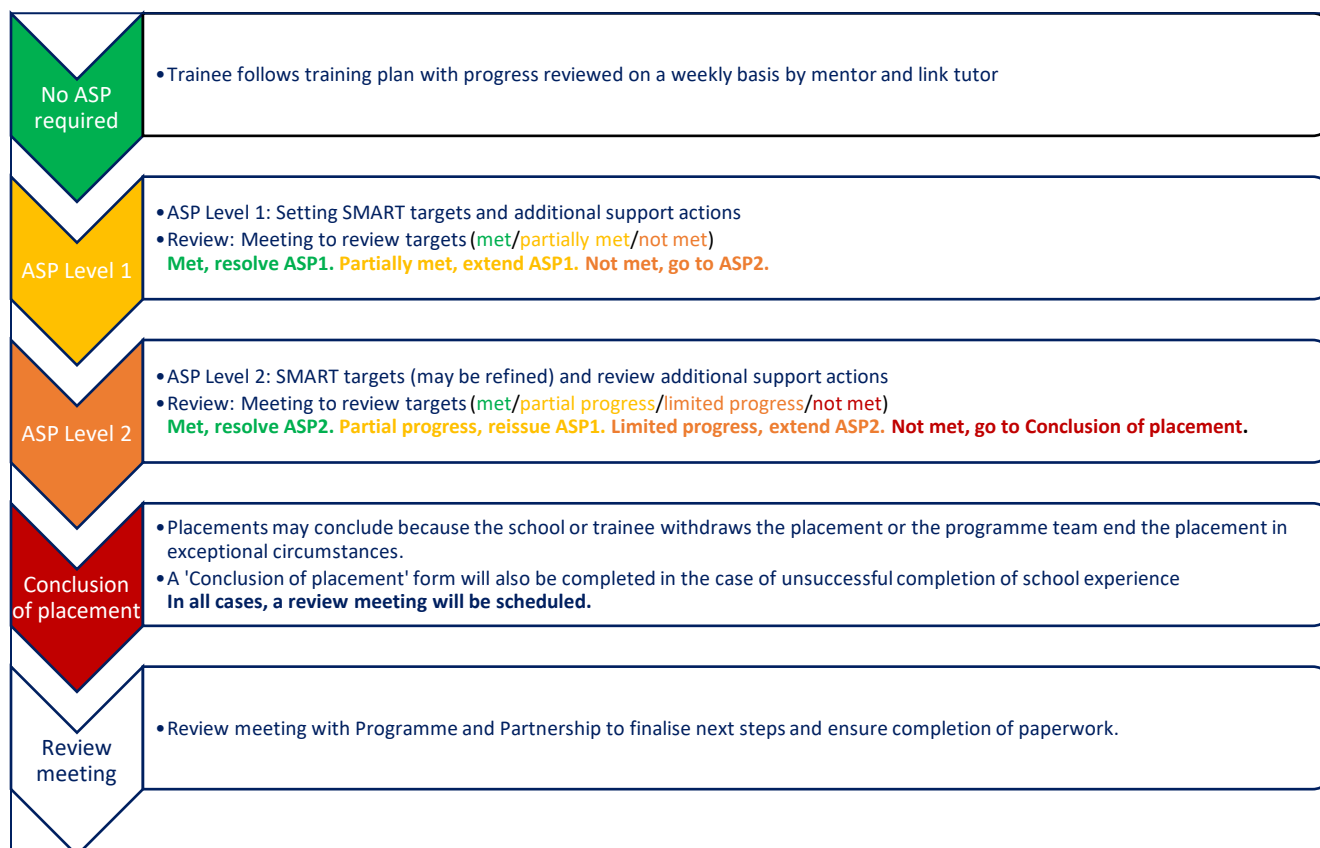
Purpose

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

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 trainee will all be involved in setting in place an ASP and agreeing the areas of focus. This will be recorded on Abyasa. Trainees 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 SMART targets, clear actions and a timeline for completion. Please see below for the process of implementing ASPs while on placement¹. **Please note that ASPs can only be extended once.**



¹ Please note that a 'Conclusion of placement' form can be completed at any point during the placement if the school or trainee choose to withdraw.

Supporting Resources

[Detailed Outlines of ASP Stages](#)

[Bank of SMART Targets](#)