

## 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 placement<sup>1</sup>. **Please note that ASPs can only be extended once**.

• Trainee follows training plan with progress reviewed on a weekly basis by mentor and link tutor No ASP required • ASP Level 1: Setting SMART targets and additional support actions • Review: Meeting to review targets (met/partially met/not met) Met, resolve ASP1. Partially met, extend ASP1. Not met, go to ASP2. • ASP Level 2: SMART targets (may be refined) and review additional support actions • Review: Meeting to review targets (met/partial progress/limited progress/not met) Met, resolve ASP2. Partial progress, reissue ASP1. Limited progress, extend ASP2. Not met, go to Conclusion of placement. ASP Level 2 • Placements may conclude because the school or trainee withdraws the placement or the programme team end the placement in exceptional circumstances. • A 'Conclusion of placement' form will also be completed in the case of unsuccessful completion of school experience Conclusion In all cases, a review meeting will be scheduled. of placement • Review meeting with Programme and Partnership to finalise next steps and ensure completion of paperwork. Review meeting

<sup>&</sup>lt;sup>1</sup> 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