

STUDY PLAN & REPORT CARD

STUDENT DETAILS AND INDUCTION CHECKLIST

Initial study-planning meeting

Student details

Complete these details at the initial study-planning meeting.

Student name

Enrolled subject / course

Age

Mentor / Pastoral Officer

Meeting date

Meeting with

Induction and readiness checklist

Select Yes or No. Add details where requested.

Access to the Student Notice Board

☐ Yes

☐ No

Enrolment form complete

☐ Yes

☐ No

Logged onto the online learning platform

☐ Yes

☐ No

Understands how to access and upload work

☐ Yes

☐ No

Access to a laptop / desktop, camera and microphone

☐ Yes

☐ No

Understands how to contact the office and email teachers

☐ Yes

☐ No

Access to the study planner

☐ Yes

☐ No

Aware of the Summer examination registration deadline: 10 December 2026

☐ Yes

☐ No

Do the examinations include non-exam assessment (NEA)?

☐ Yes

☐ No

If yes, note the component / requirement:

Access arrangements required or approved

☐ Yes

☐ No

If yes, note current status / arrangements:

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LEARNING PROFILE, WORKING PATTERN AND STUDY ROUTINE

Course tailored to student needs

Current commitments and working pattern

Record commitments that may affect the student's weekly learning schedule.

Are you studying elsewhere?

☐ Yes

☐ No

If yes, where / what are you studying?

Do you work or complete work experience?

☐ Yes

☐ No

If yes, employer / placement and typical hours

Describe your usual working pattern, school timetable or other weekly commitments:

Study pattern and learning routine

Explain when, where and how the student learns most effectively.

Typical days / times available for study:

Current study pattern, revision habits and preferred learning methods:

Personal study goals / target grades:

Adjustments, learning requirements and support

Record reasonable adjustments, preferences or requirements that will help the student access learning.

What adjustments, learning requirements or additional support do you require?

Any other information the College / teaching team should be aware of:

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KEY ASSESSMENTS AND MOCK ASSESSMENTS

Academic progress record

Six key assessments

Record the date, assessment description, marks and grade for each formal key assessment.

Assessment	Date	Description / topic	Marks	Grade
Key Assessment 1				
Key Assessment 2				
Key Assessment 3				
Key Assessment 4				
Key Assessment 5				
Key Assessment 6				

Key assessment progress / actions arising:

Two mock assessments

Record the formal mock assessment outcomes and actions required before the final examinations.

Mock	Date	Description / papers covered	Marks	Grade
Mock 1				
Mock 2				

Mock assessment progress / agreed actions:

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STUDENT CONNECT, E-TEXTBOOK AND STUDENT CONFIRMATION

Participation and induction confirmations

Student Connect

Student Connect is the social side of college, giving students opportunities to connect online and in person.

Would you like to attend / participate in Student Connect?

☐

Yes

☐

No

Approximately how many miles do you live from Swansea College?

miles

Preferred participation:

☐

Online

☐

In person

☐

Both

Interests / activities you would like Student Connect to include:

E-textbook confirmation

Use this section when the course e-textbook or digital textbook access has been shared.

E-textbook / resource title:

Date shared:

I confirm that I have received / can access the e-textbook:

☐

Yes

☐

No

If access is not working, record the issue / action required:

Terms and conditions acceptance

Student acknowledgement of the College terms and conditions applicable to enrolment and course participation.

☐

I confirm that I have read, understood and accept Swansea College Terms and Conditions.

Student full name / typed signature:

Date:

Parent / carer name (where applicable):

Parent / carer confirmation:

☐

I confirm and accept where parental consent is required.

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FORMAL PROGRESS REVIEWS

December and April reviews

December review

Record progress for each subject, agreed actions, targets and any support required.

Review date:

Academic progress and engagement:

Agreed actions / targets before next review:

Support / intervention required:

April review

Record progress for each subject, agreed actions, targets and any support required.

Review date:

Academic progress and engagement:

Agreed actions / targets before next review:

Support / intervention required:

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YEAR 1 REVIEW AND UPDATE

Annual academic review record

Year 1 review and update

Complete at the end of Year 1 to review progress, achievement and priorities for the next stage.

Review date:

Progress and achievement update:

Key strengths / achievements:

Areas requiring improvement / additional support:

Agreed targets and actions for Year 2 / next stage:

Student / tutor review comments:

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YEAR 2 REVIEW AND UPDATE

Annual academic review record

Year 2 review and update

Review progress, examination readiness, final priorities and progression at the end of the programme.

Review date:

Progress and achievement update:

Key strengths / achievements:

Areas requiring improvement / additional support:

Agreed targets and actions for final examinations / progression:

Student / tutor review comments:

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MEETINGS, SUPPORT PLANNING AND CONCERNS

Ongoing student record

Additional student / parent meetings

Record formal or additional meetings and the principal matter discussed.

Date	In the presence of	Concern / issue / agreed action

Education and Healthcare Plan / learning support record

Record relevant plan details, adjustments and agreed actions where applicable.

Date:

Details / adjustments / agreed actions:

Report card, concerns and interventions

Record concerns, interventions, outcomes and follow-up actions.

Date	Issue / concern	Report / action / outcome

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FINAL ACADEMIC REPORT AND COMPLETION RECORD

End-of-course review

Final academic report

Summarise achievement, progress, attendance, engagement and next steps.

Report date:

Academic progress and achievement:

Attendance, engagement and course completion:

Next steps / progression recommendations:

Final review record

Record comments and confirmation at the final review meeting.

Student / parent comments:

Completed by:

Date:

☐ Student confirms this study plan and review record has been discussed with them.