**Pre-placement checklist for mentor to complete Placement dates:**

**Student names: 1 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week beginning | 1: | 2: | 3: | 4: | 5: | 6: |
| Mentor(s) completing educator feedback |  |  |  |  |  |  |
| Educator for (student 1) |  |  |  |  |  |  |
| Educator for (student 2) |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Inductor for placement |  | Induction date and time  |  |
| EASI Student guide shared with inductor |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Team communication sheets created on shared drive |  | Team communication sheets password protected on shared drive |  |
| Mentor to educator sheets created on shared drive |  | Mentor to educator sheets password protected on shared drive |  |
| Staff involved aware of passwords |  | Staff involved have read EASI implementation guide |  |