# Weekly Review and Analysis Form

**This document should be completed in two stages**: prior to the weekly meeting and during the meeting. On completion of the meeting, the trainee must upload to their e-Portfolio and provide a copy to the Professional Mentor (PM)/Mentor (M).

**Trainee to complete this section:**

| **Trainee’s Name**  Click or tap here to enter text. | **Year of Entry**  Click or tap here to enter text. |
| --- | --- |
| **School**  Click or tap here to enter text. | **Year Group**  Click or tap here to enter text. |
| **PGCE  UG** | **Stage 1  Stage 2  Stage 3** |

**Trainee and M/PM to confirm the weekly meeting has been completed:**

| **Date of meeting**  Click or tap to enter a date. |  |
| --- | --- |
| **Trainee’s Name**  Click or tap here to enter text. | **M/PM Name**  Click or tap here to enter text. |

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| Review and progress against current targets: |
| Click or tap here to enter text. |
| Targets for forthcoming week (3 key targets linked to ‘Newman Curriculum’ themes)\*:  \*targets should not be phrased as 'continue to...' and should be SMART |
| Click or tap here to enter text. |
| SE Evidence against the ‘Newman Curriculum’ themes- check and review: |
| Click or tap here to enter text. |
| File agreed as up to date by PM/M: Yes  or No |
| Review of University-based training (including assignments) |
| Which theories have underpinned your practice this week?  Click or tap here to enter text.  Are there any current assignments that the school can support you with e.g. discussion with SENDCo/Assessment Lead (if so, how)?  Click or tap here to enter text. |
| Any other items discussed: |
| Click or tap here to enter text. |