LEARNER-LED REVIEW TIMETABLE (For Manager and Staff)

A timeline for the learner-led review process should be prepared with the facilitator to manage all roles and steps in an order. ANNEX 1 : Learner-led Review Timetable can be used to list all tasks to complete from the beginning until the end of the process. Therefore, the managers in the VET institution will be able to follow the ongoing process through this timeline, even if they are not directly involved in the processes such as recruitment, training, review with learners etc.

Name of the VET Institution: _____

Name of the Facilitator/Learner Support Staff: _____

Start date: dd.mm.yyy

End date: dd.mm.yyy

WEEK 1					WEEK 2					WEEK 3					WEEK 4					WEEK 5				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
T1 Start of learner-led review process																								
X																								
T2 Nomination of learner support staff																								
	X																							
T3 Reading the Manual and Guidelines																								
		X	X	X																				
T4 Preparation of timeline																								
		X	X	X																				
T5 Preparation of documents and training content																								
T6 Contact to learners																								
T7 Recruitment of learner evaluators																								
T8 First day of training																								
T9 Training																								
T10 First day of Review																								
T11																								
T12																								
End of learner-led review																								

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