

ProMonitor Guide: Induction Review Meeting

To access the Induction review meeting simply click on the name/type of the meeting in Manage Learner meetings page. (If the meeting is needed to be created, please see “Setting up any meeting” guide)

Meeting Date	Time	Type	Reviewed By	Status	Completion Date
25 Sep 2018		Induction Review	Dominic Dewey		

This will take you to the meeting page. The page is split into two parts: the meeting header and the body of the meeting. Go to body of the meeting first.

Brief notes of this meeting

Induction decision
--Select--

Explain decision

Right choice & level

Save

- First, you choose the appropriate decision from the drop down menu.
(Requests for Withdrawal cannot be made via this meeting! Withdrawals are the result of ongoing, evidenced, discussion with CAM/Director).
- Give a reason for your decision in the text box
- Then tick the ‘Right-choice and level’ tick box, unless a transfer to another level is in progress.

Like all other ProMonitor meetings, current SMART Targets are displayed for review and new ones can be created.

After the body is complete, go to the header of the meeting and tick “Complete” and then click on “Save”. This will then lock the meeting as complete.

Meeting Type: Induction Review Change Meeting Category: Induction Review

Meeting Date: 25/09/2018 Time: hh:mm

Complete Cancelled

Link to Enrolment: --Select--

Reviewed By: Dominic Dewey Select Me

Read and Agreed By Student

Save

The eLearning team can support you if you have any questions about how to do the above. If you are unclear about which decision to make, please discuss with your CAM.