

**REMEDIAL PROCESS:  
THE BASIC VERSION!**

You begin to get worried about your trainee's progress and/or competence.

Contact your Training Facilitator (or the Director of Training if they're on leave) to discuss your concerns – they may have more information, and can advise.

Informal remedial work with trainee – problem's not severe so TF and DoT not directly involved.

Significant problems - will be a meeting including the TF, who might help with aspects of the remediation plan.

Problems are resolved

Problems are not resolved

Written Remediation Plan is drawn up after the meeting. Further remedial work with trainee, liaison with the TF and DoT.

Problems are resolved

Problems are not resolved

Normal end of run process and feedback

Liaison with the TF and DoT about whether the run's likely to be failed. Plan end of run process and meeting.

Trainee progress may be on hold if they've failed run or an EPA, or they may be able to progress, but remain in remediation with regular meetings with supervisor, TF and/or DoT, until doing better.

End of run process and meeting with DoT, TF, supervisor & trainee. Formal Remediation Plan developed and goes to all at meeting and next supervisor. DoT liaises with next supervisor.