

Line Manager's Agreement (Please note a Manager cannot also be your supervisor)

Name of Line Manager:

Address:

Telephone No:

E mail address

Agreement

I agree to offer managerial support to _____ and to:

- Conduct regular line management sessions with the participant (at least monthly refer to Programme Handbook)
- Review the participant's development.
- Raise any causes of concern with the participant and the LCVYS Training Provider.
- Write interim and final assessments of the participant for the programme.
- Take part in the monitoring and evaluation processes for the programme.

In addition for those students on the open learning mode, I agree to:

- Provide or arrange for regular study support to be given to the student.
- Arrange due dates for work with the student.
- Pass on study materials.

Signed _____ Date _____

Notes

Agencies need to designate someone at the start of the programme who will meet regularly, at least monthly, with the participant. In most organisations this person will be the one to whom the participant normally reports. **However, the LCVYS Training Provider requires that the person making the manager's assessment be professionally competent to do so.** Please refer to the Line Manager's Handbook or talk to Level 2/3 Certificate / Diploma Head of Department at the LCVYS Training Provider if there are any problems.