

DSA QAG SUPPORT WORKER TIMESHEET

Week Commencing:

Session Date:

Start/Finish Time:

Student's Name:

Duration:

Support Type:

University/Campus:

Support Worker's Name:

Location:

Part A: To be completed by the Support Worker in advance of NMH support session.

Please record below details of the topic(s) to be covered during the session:

Part B: To be completed by the student after the session.

1. Did the Support Worker offer you regular breaks during the session, if required?

Yes:

No:

Please note below any comments you wish the support worker to take into consideration for your next training session with regards to breaks.

2. Do you feel the session delivered was at a pace suitable for your needs?

Please note below any comments you wish to raise, or support you would like reviewing, for your next support session with regards to the pace.

Part C: To be completed by Support Worker after the student has completed part B.

Please record below details of the topic(s) which were covered during the session:

Please record below next steps.

A "Booked Session" is a support session agreed by both the student and support worker confirming the type of support, time, date and location. Please confirm the agreed time date and location of your next booked session:-

Your support worker will contact you at least 24 hours in advance of the session as a reminder.

Student's Signature:

Support Worker's Signature:

Send to: timesheets@cosmic.co.uk
Payroll: 01283 716 300
by 5pm Monday

T: 01283 716 333 E: enquiries@cosmic.co.uk W: www.cosmic-people.co.uk

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