



## Pre and Post Fast Forward Project Checklist

### Document Checklist

Item	Completed
Document Checklist	
Risk Assessments completed for all activities	
Referral forms for young people	
Ground rules	
Consent forms including parental and photo	
Evaluation forms	
Code of conduct forms	
Course programme details	
Session plans	

### Pre Fast Forward Checklist

Ensure risk assessments have been completed for all venues and young people	
Prepare session plans and ensure copies have been received for sessions being delivered by other training providers	
Print off copies of register/photo consent and forms to collect emergency contact details/evaluation forms	
Agree PA and trainer roles	
Make sure appropriate equipment is available including flip charts, flip chart paper, pens	
Check that there is lunch provision for each day	
Ensure travel has been purchased for all young people (if applicable)	
Check that there is a venue booked for each session	
Check that you have contact numbers for all Providers and maps and addresses for venues that the group will be visiting	
Ensure that travel arrangements to and from different venues are organised – helps to have a designated meeting point each day	
Ensure that you have telephone contact numbers and PA details for young people referred	
Check that you have assessment and referrals for young people referred (this will help with goal setting sessions and referrals post project)	
Provide a sign-up point for young people to training providers at the end of the week	

### Post Fast Forward Checklist

Sign- up sheets can be used to inform Training Providers of the young people who wish to enrol with them	
Arrange open days/interviews for young people with relevant Training Providers	
On-going liaison with Personal Advisers of young people involved on at least a weekly basis with a careers guidance interview. Post support should also include escorting to interviews and open days	
Helps to draw up a table detailing outcomes for young people and action to be taken (see template).	
Follow-up with Training Providers and young people to check that appointments have been made and reschedule if necessary	

