

# Mainstream – Placement Progress Report



**Work and Income**  
Te Hiranga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER

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## Please read this before you start

The progress reports are used to check on progress, identify and address any issues, training needs or ways to help the Mainstream Participant to have a successful placement. They are not performance appraisals.

Placement Progress Reports must be completed at the following times:

- at the end of the first month
- at the end of the first year
- at 18 months of the placement
- at the conclusion of the placement.

This form should be completed by a Work and Income staff member along with the:

- Mainstream Participant
- The Participant's Supervisor
- Placement Specialist (where applicable).

Each review must be completed and a copy supplied to the Participant, Supervisor and Placement Specialist within 5 working days.

**Please answer all questions on this form.**

## Placement details

### 1. What is the Mainstream Participant's name?

First name(s)

Surname or family name

### 2. What is the Mainstream Participant's job title?

Job title

### 3. What is the gross annual salary (before tax) for the job? \$

\$

### 4. What hourly rate does this job pay? \$

\$

### 5. What is the Placement Specialist's name?

First name(s)

Surname or family name

### 6. What is the Supervisor's name?

First name(s)

Surname or family name

## Participant's career

### 7. Does the Mainstream Participant have a plan for progressing their career?

No

Yes ▶ What is the plan?

  
  

### 8. What actions has the Mainstream Participant taken towards progressing their career?

Updated Employment Action Plan

Talked to Supervisor about job vacancies

Applied for a job(s)

Investigated training courses

Applied to training courses

Discussed future employment with an Employment Co-ordinator

Other ▶ Please provide details below:

## Training

**9. Has the Mainstream Participant had any training in this review period?**

No  Yes ▶ Was this training:  Internal  External

▶ Please provide details of the training below:


**10. In this review period has the Mainstream Participant:**

Developed new skills?  No  Yes

Become more confident in the job?  No  Yes

**11. Has any further training for the Mainstream Participant been identified?**

No  Yes ▶ Please provide details below:


**12. Has the Supervisor had any training in this review period?**

No  Yes ▶ Was this training:  Internal  External

▶ Please provide details of the training below:


## Placement satisfaction

**13. Has the Mainstream Participant had any contact from their Placement Specialist in this review period?**

No  Yes

**14. Is the Mainstream Participant satisfied with the level of contact with their Placement Specialist?**

Very satisfied

Moderately satisfied

Not satisfied ▶ Please provide details below:


**15. Has the Mainstream Participant had any contact from Work and Income in this review period?**

No  Yes

**16. Is the Mainstream Participant satisfied with the level of contact with Work and Income?**

Very satisfied

Moderately satisfied

Not satisfied ▶ Please provide details below:


## Placement satisfaction – continued

17. How satisfying does the Mainstream Participant consider their current job to be?

- Very satisfied
- Moderately satisfied
- Not satisfied ▶ Please provide details below:


18. How does the Mainstream Participant rate their overall satisfaction with the placement so far?

- Very satisfied
- Moderately satisfied
- Not satisfied ▶ Please provide details below:


19. Is the Supervisor satisfied with the placement so far?

- Very satisfied
- Moderately satisfied
- Not satisfied ▶ Please provide details below:


## Transition Plan

*(To be completed at the 18 month progress report.)*

20. Please provide details of the Transition Plan for the Mainstream Participant:


## Signatures

Mainstream Participant's name (print)

Mainstream Participant's signature

Date

Day	Month	Year

Supervisor's name (print)

Supervisor's signature

Date

Day	Month	Year

Placement Specialist's name (print)

Placement Specialist's signature

Date

Day	Month	Year

### OFFICE USE ONLY

- Claims are forwarded regularly for payment  No  Yes
- Plans for future placement are confirmed (where applicable)  No  Yes
- Transition Plan is in place at 18 month interview (where applicable)  No  Yes