

Preparing for TAP Meetings


Once a student and their supervisor(s) have completed and submitted the TAP Preparation form, the TAP Meeting Record is automatically generated. The TAP Preparation form will then be available for TAP Panel members to review in advance of the meeting.

Forms you need to sign


 All of your records are signed!

Forms that require completion

Test, M Student 1

Date	Title
31-Jan-18	TAP Meeting 

Test, M Student 2

Date	Title
06-Feb-18	TAP Meeting 

On the right hand side of your SkillsForge homepage you will see listed any TAP Meeting Records relating to students for whom you are on the TAP panel.

When they first appear in your list, the meeting dates should be in the future, as the meeting record is generated as soon as the TAP Preparation form is submitted.

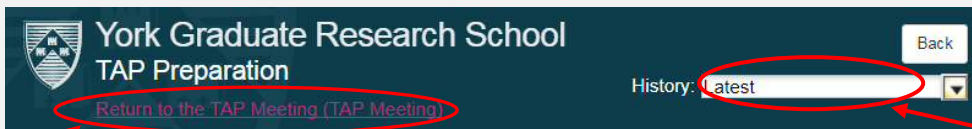
To open a form, click on the symbol next to the meeting record you wish to open.

Review the Student Preparation

Click here to view the student's pre-TAP report:

[2018-01-23 at 11:02 \(GMT\) - TAP Preparation](#)

To review the Tap Preparation form, click on the link which will open the TAP Preparation form – you will find this just beneath the Student Details section of the TAP Meeting record form.



Previous versions of the TAP Preparation form can be viewed by clicking the drop-down.

Click on the link to return to the TAP Meeting Record form.

Completing the TAP Meeting Record form

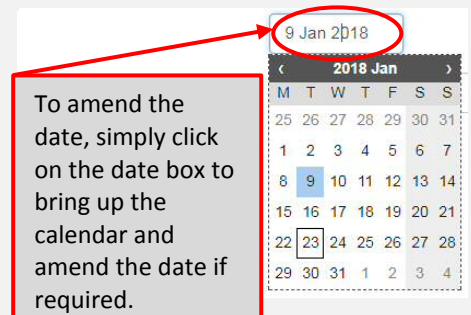
At the meeting, a member of the TAP Panel should log into SkillsForge and bring up the TAP Meeting Record to be completed during the meeting. First, take a moment to check/amend if required 1) the date of the meeting and 2) the meeting selected.

1) Date and Time of Meeting:

If the student knew the date of the meeting when creating their TAP Preparation form then the date should be correct (unless the meeting date subsequently was changed).

If left blank at TAP Preparation stage, the system will default to a date 2 weeks from when the TAP Preparation form was submitted.

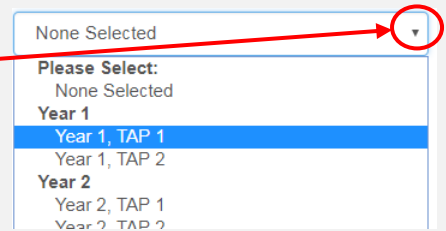
If the date is not correct, this needs to be amended before the form is submitted.



2) Meeting type:

If 'None Selected' ensure you select the correct meeting by clicking on the drop-down box.

If a meeting was selected at the TAP Preparation stage, double check that the correct meeting was selected and change if necessary.



Note: In particular, check that correct meeting is selected for part-time students. For example: if a part-time student is in their second calendar year, **Year1, Tap 2** should be selected (it is effectively Year 1B, Tap 2) and not Year 2 Tap 1.

The remainder of the TAP meeting section form consists of some yes/no questions that you need to answer by selecting the relevant radio button, followed by a number of free text boxes to complete.

Comments on Progress, Project Design and Execution *

Note: A required response is indicated by *

TIP: At the bottom right corner of a text field you can click and drag to expand the box to give you more space to type into.

After you have completed all Yes/No questions and the free text boxes, there is also an option to upload files if appropriate – just click on the link:

Attachments

Quota used: 0.00MB out of 500.00MB
[Choose a file to upload...](#)

Overall Assessment

Is the TAP satisfied with the student's work to date? *

Yes No

Ensure you selecting the appropriate radio button to answer this question.

Who attended this meeting?

Ensure that all parties who attended the meeting are selected – it will then change to show as awaiting signatures. Then click **Save**.

Note: If you have not answered a required question, you will not be able to save the form.

- Test, M Supervisor A [Supervisor]
X Awaiting signature - click the button below to sign
- Test, M TAP Member [TAP Supervisor]
X Awaiting signature - click the button below to sign

Signing and submitting the form

Forms you need to sign

Test, M Student 1

Date	Title
09 Jan 18	TAP Meeting

Once saved, this form will appear in the list of 'Forms you need to sign' on the homepage of all parties selected as attending the meeting.

Each person will need to open the form and click **Sign** then **Confirm**.

Once all parties are happy with the content of the form, each need to click **Sign**, then **Confirm** (top right of form). The last person to sign will be asked if they are ready to submit the form when they click **Confirm**.

Are you ready to send this form?

When you send this form it will be officially submitted and the form will no longer be editable.