

Learner	JD	Employer	TC	Employer and Learner to be Contacted By [Redacted] for appointment booked with the learner, employer – [Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email sent- teen meeting booked for 18-02-2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent – teams meeting booked for 15-02-2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent _ Teams meeting booked 14-02-2022-manager declined – email sent
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent – teams meeting booked for 15-02-2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent- Telephone conversation held with [Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email sent- teens meeting for 16-02-2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Teams meeting 11-02-2022, accepted the information, and will consider BA Award, [Redacted] has been copied into the email and [Redacted] to follow through with the BA leaflets.
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent- teams meeting booked for 14-02-2022- manager

				declined the meeting – learner will update and copy of email of discussion sent.
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent _ teams meeting booked 16- 02-2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent- teams meetings 16-02-2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent- teams meeting for 15-02- 2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent – teams meeting booked for 14-02-2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Email Sent- teams meeting planned 14- 02-2022 [Redacted] learner has asked to update the manager on her return, as not available, email of discussion will also be sent