Participant Event Review for Induction Tutors – Guidance

Induction Tutors can now see the past and future events of the participants at the school(s) they oversee.

To do this Induction Tutors should navigate to the Events tab on My Ambition, and then select the Participant Events button.
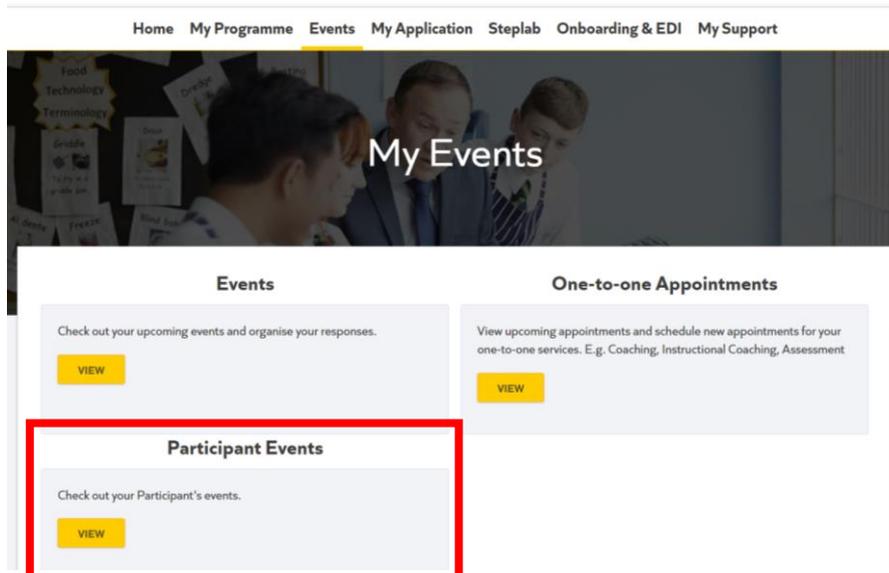
Here, Induction Tutors will get to see all historical AND future events that participants at schools they oversee were invited to.
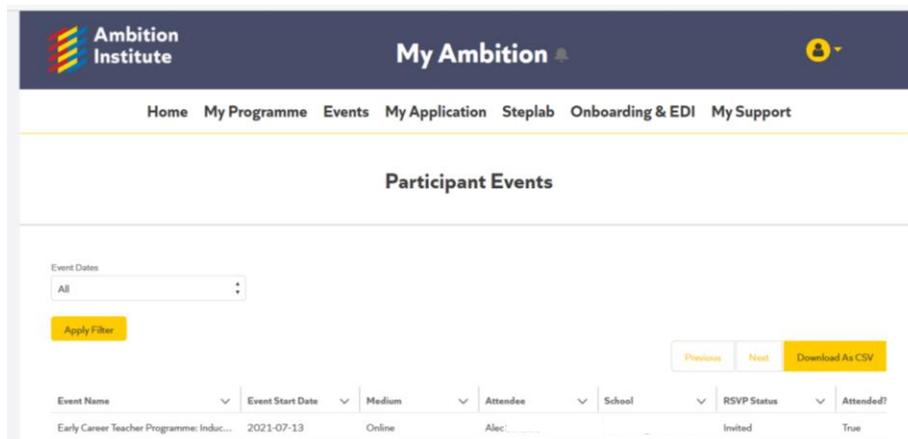
From this screen, ITs can filter to just see events that recently took place (the last month), and whether the Delivery Partner has marked the participant as having attended or not. This is to support ITs in chasing and challenging non-attendance within their school.

The other filter option is for upcoming events in the next three months. They can see if participants have indicated they will or won't attend. 'Invited' means the participant has not responded to the RSVP on My Ambition. This is to support ITs in reminding and preparing their participants to attend upcoming events.
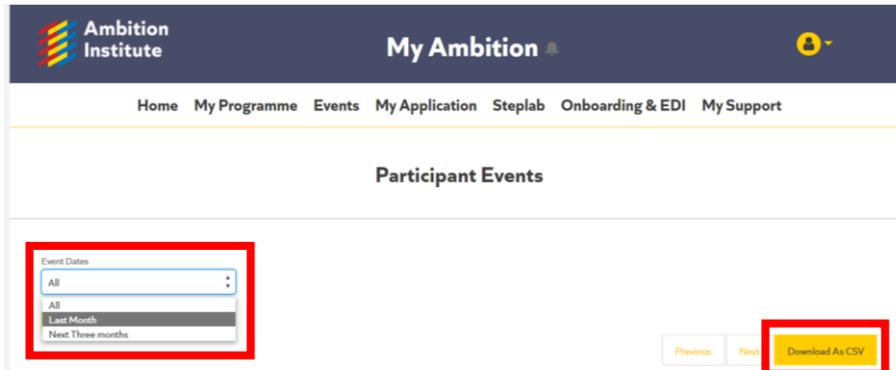
IT's are also able to download the data from this screen as a CSV, to be viewed and analysed in Excel. It is worth noting that the CSV download IS influenced by the filter on the left, so clicking 'Download as CSV' with the 'Last Month' filter on will download a CSV only showing the events from the last month.