# Logo  Description automatically generated with medium confidenceGuideline Agenda for Alternative Agency 3-way Meeting

The three-way meeting between the Student, Line Manager in the alternative agency and Practice Tutor will take place towards the beginning of the practice and be used to review progress mid-way or at the end as an evaluation. The agenda and questions below are suggestions only and Practice Tutors are free to ask the questions which they feel are most pertinent. The student will organise the meeting and the Practice Tutor will act as chair.

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| Student: | Line Manager: |
| Practice Tutor: | Date of Meeting: |

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| **Student** | **Notes and Action Points** |
| Hopes and expectations  |  |
| Progress to date/How do you think the practice has been going? |  |
| How will/is/has the line management process work/working/worked for you? |  |
| Balance of work and hours? |  |
| Enjoying most about the work/agency? |  |
| Enjoying least about the work/ agency? |  |
| What have you learned?  |  |
| Are there any practical details about the alternative agency that concern you? (finance, transport etc) |  |
| Anything else you would like to raise? |  |
| **Agency** | **Notes and Action Points**  |
| Progress to date/How do you feel that the practice is going from your perspective? |  |
| How do you think management of the student is working out? |  |
| Are the conditions that the student is working under in line with those in the agreement made? |  |
| Has the student been appropriately inducted into agency policies such as Safeguarding, health and safety etc |  |
| Are there any practical issues that are causing concern? |  |
| Do you have any encouragements, comments or concerns you would like to raise? |  |
| Any questions or information that the Regional Centre can help with? |  |
| **Practice Tutor** | **Notes and Action Points** |
| Make a note of issues you want to raise…For example, students should ensure the following forms are completed for the alternative placement: Proposal Form, Learning Agreement, Line Manager’s Appraisal and observation for Year 2 portfolio.  |  |