## A picture containing shape Description automatically generated Guideline Agenda for 2nd Three Way Meeting

Three way meetings are an opportunity for the student, line manager and professional practice tutor to meet together to explore issues that relate to the student’s work in the professional practice agency and how this relates to their professional development and professional practice assessment. The three way meeting will usually be arranged by the student but facilitated by the professional practice tutor. The agenda and questions below are suggestions only and Professional practice Tutors are free to ask the questions which they feel are most pertinent. There should also be an opportunity for professional practice tutors to be asked questions and to make any comments or observations they want to.

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| **Student** | **Notes and Action Points** |
| How do you think the professional practice agency has been going? |  |
| How did you find the first year practice assessment process? Are there issues that need to be addressed for the end of year assessment? |  |
| Are there any problems with meeting the competencies through your work? |  |
| How are you finding the hours and balance of work? |  |
| What are you enjoying most about the work/professional practice agency? |  |
| What are you enjoying least about the work/professional practice agency? |  |
| What stage is the alternative professional practice agency at? |  |
| How is the Line Management process working for you? |  |
| Is the non managerial/pastoral/spiritual support relationship working for you? |  |
| How are you coping with the course?   * study blocks * professional practice * private study |  |
| Are there any practical details that concern you? |  |
| Anything else you would like to raise? |  |

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| **Professional practice Agency** | **Notes and Action Points** |
| How do you feel that the professional practice agency is going from your perspective? |  |
| How did you find the end-of-year assessment process? Are there issues that need to be addressed for the end of year assessment? |  |
| How is the line management working out? |  |
| Do you think there is sufficient support for the student? |  |
| How are hours and work programme? |  |
| Are there any issues around policies that need to be discussed? |  |
| Do you have any encouragements, comments or concerns you would like to raise? |  |
| Any questions or information that the Regional Centre can help with? |  |
| Anything else you would like to raise? |  |

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| **Professional practice Tutor** | **Notes and Action Points** |
| Make a note of issues you want to raise… |  |

Signed: (Student)

Signed: (Line Manager)

Signed: (Professional Practice Tutor)