# Guideline Agenda for 1st 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** |
| What are you hopes and expectations for this professional practice agency? |  |
| (Identify those areas relevant)  How have you settled in?   * to the area * to your accommodation * to the church/agency * to the course * to being a student… |  |
| How is the Line Management process working for you? |  |
| What progress has been made in establishing a non managerial / pastoral/spiritual support relationship? |  |
| How are you finding the hours and balance of work and study? |  |
| What are you enjoying most about the work/professional practice agency? |  |
| What are you enjoying least about the work/professional practice agency? |  |
| Have you yet identified any competences that you think it may be difficult to fulfil? |  |
| Has an alternative professional practice agency been arranged yet? If not, what thoughts do you have? |  |
| 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/Line Manager** | **Notes and Action Points** |
| How do you feel that the professional practice agency is going from your perspective? |  |
| How do you think management of the student is working out? |  |
| What about wider support for the student? |  |
| 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 child protection, 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 Course Leader can help with? |  |

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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)