# Guideline Agenda for Three Way Meeting Year 2 Term 1

Three-way meetings are an opportunity for the student, Line Manager and PT to explore issues that relate to the student’s work in the agency. The meeting will usually be arranged by the student but facilitated by the PT. The questions below are suggestions but PTs are free to ask the questions which they feel are most pertinent.

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| Student: | Line Manager: |
| PT: | Date of Meeting: |

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| **Student** | **Notes and Action Points** |
| What are your hopes and expectations for this year? |  |
| What did you learn last year that you need to put into practice this year? |  |
| How is the line management process working for you? |  |
| How is the pastoral/spiritual support relationship working out? |  |
| How are you finding the hours and balance of work? |  |
| What are you enjoying most about the work/ agency? |  |
| What are you enjoying least about the work/ agency? |  |
| Are there any issues regarding your work and achieving the intermediate level competences? |  |
| Have you started your first alternative practice yet? Are there any issues that need discussing? |  |
| How are you coping with the course? |  |
| Are there any practical details that concern you? |  |
| Anything else you would like to raise? |  |
| **Agency** | **Notes and Action Points**  |
| How do you feel that the practice is going from your perspective? |  |
| Is there anything you learnt last year that it would be helpful to put into place this year? |  |
| How do you think management of the student is working out? |  |
| What about wider support for the student? |  |
| Has the agency agreement with the student been amended in any way? Are the conditions as agreed? |  |
| Are there any issues around policies that need to be discussed or 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? |  |
| Anything else you would like to raise? |  |
| **Practice Tutor** | **Notes and Action Points** |
| Make a note of issues you want to raise… |  |