**Name of Student: Name of PPT:**

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| --- | --- |
| **Date of Meeting:** | **Work received prior to meeting:** |
| **Overview of Session:** | |
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**Note**: To pass Competence 1 - Professional Formation, students must demonstrate professionalism in every aspect of their placement and college commitments. In relation to Professional Practice, this means students must attend all tutorials, be punctual, respectful, keep to agreed deadlines and submit at least one piece of work for each tutorial (except the first of the year). Tutorials may only be cancelled in an emergency, not because of lack of organization. All tutors must adhere to this policy to ensure parity across students and centres.

**Is the student on target to pass competence 1: Yes / No**

Any other issues you would like to raise or action that needs to be taken, including any issues raised at 3-way meeting that we need to be aware of:

Travel expenses for 3-way meetings:

Mileage or public transport with receipts: Total:

Signed: Term: Autumn/Spring/Summer