# Guideline Agenda for Three Way Meeting Year 1 Term 1

The first three-way meeting focuses on how the student has settled into the agency and course and gives opportunity to discuss any concerns or questions that may have arisen in the first few weeks. The agenda and questions below are suggestions only and Practice Tutors are free to ask the questions which they feel are most pertinent.

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

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| **Student** | | **Notes and Action Points** |
| What are your hopes and expectations for this year? | |  |
| 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 relationship with a spiritual mentor? | |  |
| 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? | |  |
| Have you yet identified any areas of competence that you think it may be difficult to demonstrate? | |  |
| How are you coping with the course…   * *college days?* * *formation groups?* * *private study?* | |  |
| Are there any practical details that concern you? (finance, transport etc) | |  |
| Anything else you would like to raise? | |  |
| **Agency** | | **Notes and Action Points** |
| How do you feel that the practice 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 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… |  | |