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| --- | --- | --- | --- |
| **Date:** |  | **File number:** |  |
| **Client name:** |  |
| **Student name***(this is the person, or SLF members undertaking the research)* |  |
| **Name of supervisor:** |  |
| **Where did you undertake the task?***(students must remain mindful of the requirement to protect client identity)* |  |
| **Have you completed your initial case analysis following the meeting with your supervisor?** *(Please ensure that the notes are attached with a record of allocated tasks, e.g. research)***If you have not completed the process, why not and when do you expect to complete this and include the notes?** |  |
| **Are you completing the draft within 24 hours of the post interview meeting with your supervisor (72 hours where the client meeting is Friday)?****If you have missed the appropriate deadline, provide your reasons why.** |  |
| **Is this the first draft?****Provide a synopsis of the key facts and concerns your client has.** | *\*remember to note each draft with the appropriate draft number* |
| **If this is a redraft, what number is it and what are the issues you have identified from the previous draft?** |  |
| **Do you have any notes made during your work on the letter?****If yes, you need to staple them to this form.** |  |
| **Time spent on the draft/redraft:** |  |
| **Is your File Summary up-to-date, and have you recorded all actions?****If not, why not?** |  |
| **Are you on course to meet the final deadline, including allowing sufficient time for research and re-drafts?***If you are experiencing difficulties, remember to bring them to the attention of your supervisor.* |  |