|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date and time of interview:** | |  | | | **Case number:** | | |  | | |
| **Client name:** | | |  | | | | | | | |
| **Name of supervisor:** | | |  | | | | | | | |
| **Students present at the meeting:**  *(if different from the client meeting please note under the responsibility section)*  **Were all of the students above present at the client interview?**  *(where different please indicate which members of the SLF who were present)* | | |  | | | | | | | |
| **Have you completed ‘Form 6 – Record of Client Interview’, attached your notes / minutes and placed in the client file?** | | | | | | |  | | | |
| **THE FOLLOWING SHOULD BE ANSWERED BY THE SLF COLLECTIVELY** | | | | | | | | | | |
| **Summary of discussion with your supervisor:**  *(You should cover the facts of the client case, conflict of interest, future actions, any expected or anticipated problems and how these can be overcome, deadlines etc.)* | | | |  | | | | | | |
| **Detail what actions need to be taken and who has responsibility for completing them** | **What is the action?** | | | | | **Who is responsible?** | | | **When is the deadline?** | |
| **Deadlines:**  **PBL:** *(directly following the meeting with your supervisor)*  **Post Interview Letter:** *(within 48 hours of the post interview meeting with your supervisor; if your meeting is on a Friday the deadline is 72 hours, i.e. by Monday)*  **Advice Letter:** *(within 10 working days of the client interview / post-interview meeting with your supervisor e.g. a meeting on a Monday has an Advice letter deadline of 2 weeks / 14 calendar days i.e. before the second Monday. This date should only ever be deviated from following discussion and agreement with your supervisor.)* | | | | | | | | | | ⯈  ⯈  ⯈ |