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| --- | --- | --- | --- |
| **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.)* | ⯈⯈⯈ |