



## Westwood Training and Consultancy

<b>Learner name</b>	
<b>Tutor name</b>	
<b>Planned</b> <input type="checkbox"/> <b>Impromptu</b> <input type="checkbox"/>	<b>Date of meeting:</b>
<b>Reason for meeting</b>	
<b>Record of Discussion</b>	
<b>Discussion Areas</b>	<b>Notes</b>
<b>Health and Well-Being</b> Work Life Study balance Reasonable adjustments Workload (inc. assessments) Absences Contractual issues	
<b>Safeguarding</b> Continued Suitability DBS Social Media E-learning Complaint / concern	
<b>Montessori Placement</b> Meeting the needs of children Planning Assessment /record keeping Key working Vulnerable groups Montessori Practice	
<b>Mediation</b> Working relationships Working with other learners Working with parents	



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<b>Continued Professional Development</b> Review of training Impact on practice Future qualifications Career aspirations		
<b>Policy Updates</b> Any changes to policies are known and understood		
<b>Commitment from learner</b>	<b>Actions/Notes</b>	<b>Due by</b>
<b>Support required from tutor</b>	<b>Actions/Notes</b>	<b>Due by</b>
<b>Signed by Practitioner</b>  Date:		

<b>Practitioner Signature</b>	<b>Tutor Signature</b>
<b>Date</b>	<b>Date</b>