

Progress Meeting with Practice-based Tutor

We recommend that you meet with your tutee at least once per month. The duration will depend on the needs of your tutee but will usually be no longer than 30minutes. The purpose of these meetings is to discuss:

- Attendance at webinars and workshops (you'll have this information in the spreadsheet for up to the end of the previous month)
- Engagement with on-line activities. Since the data in the spreadsheet will have been extracted at the end of each month, it is possible that some students will have completed some tasks late. Students can login to Canvas and show you that these have now been completed
- Entries made in their portfolio (see next sub-heading for details)
- Difficulties completing SLEs

Name of PgDip Student:

Name of Practice-based Tutor:

Date of meeting:

Section 1: Student Reflections on Progress to Date

(The student should complete this section before the meeting and summarise what they have learnt during the last month, areas that they are still unsure about and progress with their module assignments and portfolio)

Section 2: Programme Engagement

(Please summarise the student's engagement with the on-line tasks and attendance at university teaching events)

Section 3: Supervised Learning Events

(Please summarise how many have been completed since the start of the programme, the range of tools used, key areas of good practice and / or development identified and any barriers encountered by the student in completing these)

Section 4: Overall Progress

(Please summarise the overall progress being made by the student on the programme, including whether they have addressed any agreed actions from previous meetings)

Section 5: Agreed Actions

(Please summarise the actions that were agreed to address on-going development needs and any concerns about engagement or performance)

Signature of Student:

Signature of Practice-based Tutor: