

Supervision minutes: mandatory content

The purpose of this checklist is to provide guidance on mandatory content to be included in all supervision minutes. It is intended for use by provisional licence holders and their supervisors, if the parties are not using the suggested supervision minutes template to record their formal one-on-one meetings. The parties may add any further details to their minutes, as they deem appropriate.

- Name and licence number of provisional licence holder
- Name and licence number of supervisor
- Date of meeting
- Length of meeting (*if claiming activity for CPD purposes*)
- Learning aims/ outcomes for the session
- Cases / topics discussed
- Learning needs identified (*These may be in addition to those in PDP*)
- Reflection on progress towards professional development goals* (*Activities/ actions completed*)
- Signature of parties (or other appropriate acknowledgment of record)

*This does not replace CPD reflection requirements. Please refer to the [CPD toolkit](#) for guidance on maintaining compliant CPD records.