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| **Client name** | **Immigration matter**  *ie work visa application, section 61, Initial consultation etc* | **Application reference number (if applicable)** | **Outcome**  *ie**approved/declined/decided not to proceed with services after initial consultation etc* | **Supervised by**  **(Name of supervisor or back-up supervisor if applicable)** |
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| Add more rows if necessary |  |  |  |  |

**Supervisor’s confirmation**

I [name of supervisor] confirm that I have directly supervised [name of provisional licence holder]’s work relating to the provision of immigration advice to the above-named client(s).

Sign and date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I [name of back-up supervisor] confirm that I have directly supervised [name of provisional licence holder]’s work relating to the provision of immigration advice to the above-named client(s).

Sign and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_