



Training Advisor Meeting Summary

After each meeting with your Training Advisor write a bullet point summary of the conversation.

Please include the following information in your training Advisor Meeting summary:

1. Meeting Date
2. Name of Trainee
3. Name of Training Advisor
4. List of assignments completed and handed in that term
5. Meeting Summary - Bullet points all the topics and areas discussed.

Please email your summary directly to your Training Advisor within 2 weeks of the meeting.

Technical info: Please send the summary as a PDF document. Please do not send a Word or Pages document.

Name the file as follows: your surname your name - TA Meeting date of meeting(year, month, day). EG: BOSS Sophie TA Meeting 20240123

BACP Member Organisation - No. 00276101