**HI IAPT Missed University Sessions Catch-up Form**

Date and title of missed session:

Please tick to confirm all elements of the procedure have been followed:

[ ] Employer/line manager informed

[ ] Programme leads and programme administrator informed

[ ] Other relevant University staff informed (e.g. supervisor/lecturer for the missed session)

Additionally for teaching sessions (including Clinical Skills Tutorials):

[ ] Teaching materials read (and recording of session watched if available)

[ ] Practical/experiential exercises (e.g. role plays) completed

[ ] 200-500 word reflection of learning points from the missed session content (including experiential exercises) written and sent to 1:1 tutor to review within four weeks of the missed session (space for written reflection below)

1:1 Tutor name, signature and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form should be included in the clinical portfolio with the teaching log. The teaching log can only include teaching hours which are attended live, or specified as asynchronous learning activities by the programme leads. The teaching log should reflect actual teaching hours attended – if trainees arrive late or leave early or miss part of or all of a session, teaching hours should be amended accordingly. If any University sessions conflict with your religious events, please let us know so that we can make arrangements for you.