



Four Functions Recording Template

How you approach your supervision will be up to you and your supervisor to determine. Nevertheless, it's important that your supervision remains focused and meets your individual learning and development needs.

It's important that you keep an accurate record of this activity and are able to demonstrate how your supervision has contributed towards your professional development.

In this recording template the four functions of the A-EQUIP model have been used to guide your recording, in order to effectively demonstrate your learning and development.

Name of supervisee:	
Name of supervisor:	
Date of meeting:	
Location:	

Formative function – learning and development

Supervision supports growth in knowledge, skills, and confidence.

- What have you learned since your last session?
- How have you applied this learning in your role?
- What areas would you like to develop further?

Normative function – standards and accountability

Ensuring safe, effective, and ethical practice.

- Are there any policies, procedures, or standards you need support with?
- Have there been any concerns or incidents to reflect on?
- What actions are needed to meet professional expectations?



Restorative function – wellbeing and support

Promoting emotional resilience and wellbeing.

- How are you feeling in your role?
- What challenges have you faced recently?
- What support do you need to manage stress or workload?

Personal action and quality improvement

Encouraging proactive improvement for staff, patients, and services.

- What ideas do you have to improve care or services?
- What actions will you take before the next session?
- How will these changes benefit others?

Feedback from supervisor

Agreed actions

Next supervision session

Agree a date, time and venue for your next session.

Signed: (Supervisee)	
Date:	

Signed: (Supervisor)	
Date:	