

**HE13E FITNESS TO PRACTISE COMMITTEE – INVESTIGATION MEETING RECORD**

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| **Date and Time of Meeting:** |  |
| **Meeting Venue:** |  |
| **Present:** |  |
| **Explanation of the Role of the Investigating Officer:** |  |

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| **Factual information about the incident:** |
|  |
| **Background information (e.g. surrounding circumstances including sickness):** |
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| **Previous History** |
|  |
| **Evidence:** |
|  |
| **Contributing factors:** |
|  |
| **Changes to the situation since the incident:** |
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| It has been agreed that these notes are an accurate reflection of the interview held on the date above: | | | |
| Investigating Officer:  *Print and Sign* |  | Date: |  |
| Student:  *Print and Sign* |  | Date: |  |
| Interviewee:  Title/Designation  *Print and Sign* |  | Date: |  |