



## **When to complete a Client Needs Summary (QT008)**

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### **QUALITY TIP**

#### **Do I need to complete a Client Needs Summary for each student enrolled?**

You only need to use the Client Needs Summary ([CF003F4](#)) to record identified needs.

That is, if a student identifies (or you identify) a specific need, then a Client Needs Summary should be completed for that student.

If no needs are identified for a student, that student does not need to have a Client Needs Summary. You can also add to the Client Needs Summary as you get to know your students better and you become more aware of any particular needs they have.