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**STUDENT/BCPC/PLACEMENT SUPERVISOR AGREEMENT FORM**

Diploma in Humanistic and Integrative Counselling

(Form S A1)

**NAME OF STUDENT:**

This document outlines expectations between Bath Centre for Psychotherapy (BCPC) and those supervising our counselling students on behalf of placement agencies, so as to ensure that boundaries are clearly understood as required by the BACP Ethical Framework for the Counselling Professions. This document should be signed by the student, placement supervisor and BCPC course tutor.

BCPC is a training organisation offering a dual UKCP/BACP-accredited Diploma in Humanistic and Integrative Counselling. We work using an integrative framework that combines values and concepts from Humanistic approaches with key concepts from Psychodynamic thinking.

**SECTION 1 – Placement Details** (to be completed by the student)

Placement Organisation:

Address:

Tel. Email

**SECTION 2 – Placement Supervision** (to be completed by the Placement Supervisor)

This section may be filled in by the Placement Manager if they are also the Clinical Supervisor

**NAME OF PLACEMENT SUPERVISOR:**

(Please provide address and phone number if different from above)

Qualifications, Membership of professional bodies:

(e.g. UKCP, BACP, BPC, BPS)

If no supervision is offered by the placement then please state here:

Student to please provide details of external supervisor:

Name:

Contact:

Please provide details of supervision provided, including frequency, length of session, number of supervisees in the group etc.

You will be aware that confidentiality is essential in a therapy relationship. While client confidentiality is held by the placement agency, our students also need to present their client work to BCPC’s Diploma course (in supervisory, tutorial and assessment modules). Students are required to take great care in disguising their clients’ identities. At no point will a student disclose clients’ full names or any identifying details during course day discussion groups or in written assignments. Given these provisos, do you agree to the student presenting client material to their BCPC supervisor, tutor and supervision group with appropriate regard to client confidentiality?

**Yes/No**

It is most important that there is a clear understanding of who holds clinical responsibility for the student’s work with their clients. Unless you advise us otherwise, BCPC will take it that clinical responsibility for services provided to clients is held by the placement. These arrangements need to be understood explicitly prior to the student commencing work with clients. Who is the person that holds clinical responsibility for the student’s work with clients in this placement?

**Myself/Other/Agency Supervisor/Othe**r (provide details if necessary)

We ask that students start with 1 client per week and build up to seeing 3-4 clients per week. Is this something you are able to accommodate?

**Yes/No**

As an accredited course provider, BCPC asks that placement supervisors work within the BACP Ethical Framework for the Counselling Professions. Is this something you are able to agree to?   **Yes/No**

As an accredited course provider BCPC asks that supervision is undertaken on a face to face/in person basis to mirror face to face client work. Is this something you are able to agree to? **Yes/No**

As an accredited course provider BCPC asks that where placement students are required to work with clients via Online and Phone Therapy (OPT) that supervisors are experienced and competent practitioners. Is this something you are able to agree to?

**Yes/No**

If you have concerns about a student’s practice, we ask that you discuss this with the student concerned and if necessary, inform the student’s BCPC tutor of your concern. In particular, if you have serious concerns about a student’s practice or believe that a student or one of their clients is a danger to themselves or others, this should be reported as quickly as is reasonably possible. Is this something you are able to agree to?

**Yes/No**

Students are asked to keep a Professional Log of client hours and supervision, each sheet of which needs to be signed off by their placement supervisor approximately once a term (Form P CH 3).

Do you agree to sign the student’s professional log on a termly basis, providing they have met the required ratio of supervision to counselling hours? (see appendix for guidance) **Yes/No**

In June each year, BCPC requires placements to provide formal feedback on students' counselling practice via a supervisor’s report form (Form C SF 1). A supervisor's report is also required for Diploma submission at the end of the student's training (time of year varies). Do you agree to complete the requisite supervisor's reports, giving your professional opinion on the student's practice? **Yes/No**

Do you wish to provide any feedback about the student to BCPC in addition to the annual supervisor’s reports required by BCPC?

**Yes/No** (If yes, please provide details)

BCPC requires that each student submit two audio-recordings of their work with clients over the two taught years of the course, for purposes of student assessment. The written consent of a client is required for this. BCPC accepts that placements differ in their policies in this respect. Do you agree to the student audio-recording sessions with your clients?

**Yes/No**

Do you require any feedback on the student from BCPC?

**Yes/No**

If yes, please provide details or any other relevant information.

**SECTION 3 – Clarification of Responsibilities**

This section summarises the key responsibilities of each party to this placement agreement.

**BCPC will be responsible for:**

* Providing a training reference for any student if required
* Ensuring that the student is adequately prepared to begin client work
* Auditing placements for suitability
* Informing the placement of course requirements and learning needs
* Providing educative input whilst the student is on placement
* Liaising with the student and agency as appropriate

**The placement will be responsible for:**

* Ensuring appropriate supervision for the work, including arrangements for any payment due to the placement supervisor
* Providing a supervision report annually and signing off on a monthly basis the student's completed Log of Counselling and Supervision Hours
* Reviewing and monitoring the progress of the student and offering feedback to BCPC as appropriate. If an agency placement has concerns about a student’s work, they should make contact with the student’s individual tutor at BCPC.
* Ensuring that supervisors are experienced and competent OPT practitioners
* Allocating appropriate clients to our students suitable for their level of experience. Our students are only trained to work with clients over the age of 18yrs and therefore cannot work with clients younger than this

**The student will be responsible for:**

* Engaging in supervision at least fortnightly at a ratio of at least one supervision hour for every six counselling hours undertaken (supplementing agency supervision with additional supervision if necessary) and a minimum of 1.5hrs per month.
* Ensuring that all cases are brought for supervision
* Ensuring that clients are informed of supervision processes
* Obtaining client agreement for the use of their material in course work
* Attending any additional training or meetings as required by the placement
* Committing to ongoing personal and professional development.

## Limits of Confidentiality

Counselling takes place within a confidentiality framework. However, it is not possible to offer complete confidentiality to clients as counsellors and therapists are bound by agency policies, national codes of ethics such as the BACP and UKCP Ethical Frameworks and by the law of the land.

In particular, there are obligations in relation to Child Protection, The Prevention of Terrorism Act (2000) and The Proceeds of Crime Act (2002), which supersedes The Drug Trafficking Act (1994). BCPC staff members will use their discretion with regard to disclosures by students and will seek to work within their ethical framework to support and encourage honesty and openness on the part of individuals.

All BCPC members have an obligation to report, according to the laws of the land, to the Chairperson of BCPC’s Standards and Ethics Committee any criminal convictions that they have been found guilty of, as well as any other offences or actions that may bring the profession into disrepute. This information will be held in confidence, except for purposes affecting registration or accreditation, as required by registering bodies such as BACP and UKCP. Failure to inform the Standards and Ethics Chair may result in the members being struck off the Student and Professional Register.

**SIGNATURES**

**A. Student**

I have read and understood the contents of this agreement and accept the need to clarify with the placement all its requirements for client work. I understand the arrangements for feedback between the placement and the course. In keeping with good practice, I will

ensure that any supervisor is told at the beginning of any discussion about a client if the same client has recently been discussed with a different supervisor.

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**B. Placement Agency Supervisor**

I confirm the contents of this agreement and am satisfied that the boundaries of supervision are clearly understood, particularly in terms of the use of client material and location of clinical responsibility. In the event of any concerns about the student’s practice, I will discuss this with the placement manager, and contact will be made by either party with the course tutor.

Placement Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**C. BCPC Course Tutor**

I confirm the contents of this agreement and am satisfied with the arrangements for clinical work in this placement. The boundaries of supervision have been clearly understood. In the event of any concerns about the student’s practice, I will initially discuss this with the student, and then make contact with the placement manager.

Tutor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of Course Tutor:**

**Name:**

**BCPC**

**1 Trim Bridge**

**Bath**

**BA1 1HD**

**Tel. 01225 429 720**

**This form should be returned to the BCPC office for placement in the student’s personal file**