

COUNSELLING SUPERVISION CONTRACT

Supervisee Name: _____ **Supervisor Name:** _____

Purpose, Goals and Objectives of Supervision Monitor and promote welfare of clients seen by Supervisee; Promote development of Supervisee's professional identity and competence; Fulfil requirement for Supervisee University practicum, and professional certification and accreditation.

Context and Content of Supervision: The Supervisee will receive a minimum of ten hours of counselling supervision. (A minimum of five hours will be individual supervision, and the remainder may be made up of group supervision.) Supervision and guidance on implementation and completion of set tasks by appropriate staff member.

Method of Evaluation: Feedback will be provided each session to Supervisee; Supervision notes may be shared with Supervisee upon request of Supervisee.

Duties and Responsibilities of Supervisor-Supervisee
Supervisor: Encourage ongoing professional education; Challenge Supervisee to validate approach and technique used; Monitor basic micro-skills and advanced skills including transference and counter-transferences; Provide alternative approaches for the Supervisee; Intervene where client welfare is at risk; Ensure ethical guidelines and professional standards are maintained. Provide consultation when necessary; Provide a minimum of 10 hours direct clinical supervision for 40 hours client contact time

Supervisee: Uphold ethical guidelines and professional standards; Discuss client cases with the aid of written case notes and video/audio recordings; Validate assessments made and approach and techniques used; Be open to change and alternative methods of practice; Consult supervisor or designated contact person in cases of emergency; Implement Supervisor directives in subsequent sessions; Maintain a commitment to counsellor education and the counselling profession; Complete 5 hours of professional development.

Procedural Considerations Supervisee's written notes, assessments, action plans and videos may be reviewed in sessions, with the consent of the host organisation; Issues related to the Supervisee's professional development will be discussed; It is understood that important and seminal issues experienced in the counselling setting will be raised and addressed in supervision. Failure to raise such issues in a reasonable time frame will be considered a breach of contract.

We agree to the best of our ability to uphold the guidelines specified in the supervision contract and to manage the supervisory relationship process according to the ethical principles and code of conduct of the ACA.

Supervisor signature
Supervisor name: _____

Supervisor qualifications: _____

Date: _____ dd / mm / yyyy

Contract start date: _____ dd / mm / yyyy

Supervisee signature
Supervisee name: _____

Supervisee qualifications: _____

Date: _____ dd / mm / yyyy

Contract end date: _____ dd / mm / yyyy