

The use of this document is 'Mandatory' for submission with unit 7 Counselling Placement

Combined Client and Supervision Log

Notes for completion – Trainees

This combined log is for recording your client hours and supervision. You are reminded that maintaining accurate records is an essential requirement of professional counselling practice.

All client hours claimed must be adequately supervised.

You should use a separate page to record each month's client work and supervision.

1 client hour is considered to be a **minimum** of 50 minutes and a **maximum** of 60 minutes when working with adults (18 years and over); and a **minimum** of 30 minutes and **maximum** of 60 minutes when working with young people (13 – 17 years; the total hours of placement should not be more than 50 of the 100 client hours when working with young people).

Supervision must be:

- Delivered each month and be for
- A **minimum** of 1.5 hours of supervision, for 0¹ – 12 client hours, or
- A **minimum** of 2 hours of supervision, for 13 – 16 client hours, or
- A **minimum** of 2.5 hours of supervision, for 17 – 20 client hours

1 month is considered to be a 28 to 31 day period (it does not necessarily have to be from the 1st of one month to the 1st of the next). Supervision sessions should be on or around the same day of each month.

In **exceptional** circumstances (e.g. illness, leave) Skills and Education Group Awards will accept supervision up to 7 days over the 1 month period.

¹ Trainees should still undertake supervision even when they do not see clients during a month. You should refer to the Supervision Guidance document for further information on **Gaps and Breaks in Placement**.

However, continual overrunning of supervision is unacceptable. You should refer to the Supervision Guidance document for further information on **Missed, Group** and **Remote Supervision**.

Note 1: If you have to submit new log (s) to cover insufficient client / supervision hours, you **must** submit your original log together with any new ones.

Notes for completion – Placement Manager

The manager at each placement agency where the trainee undertakes client work is required to sign the log, in order to confirm that client work has been undertaken in accordance with the Working Agreement.

Notes for completion – Tutor / Assessors

This log **must** be periodically checked for accuracy by the trainee's tutor / assessor and, at the end of the 100 counselling hours, it **must** also be signed by them. By signing this form the tutor / assessor confirms they have checked and reviewed the trainee has:

- completed the required hours of placement practice (criteria 2.1)
- received the required hours of supervision in line with requirements (criteria 2.1)

To be signed after reviewing the logs at the end of the 100 hour placement

Trainee name: **Angela Holmes** _____ Date: 01.01.2020

Trainee signature: *Angela Holmes* _____ Date: 01.01.2020

Centre name: **Central Counselling College**

Tutor name: **Diane Dudley** _____ Date: 02.01.2020

Tutor signature: *Diane Dudley* _____ Date: 02.01.2020

Electronic signatures will NOT be accepted (Unless Covid-19 related after March 17th 2020)

Please list all placement agencies used during your 100 hour placement

Placement name: **The Counselling Institute**

Placement name: **New Day Counselling**

Placement name: **Riverside Counselling and Wellbeing**

Placement name: _____

Placement name: _____

Placement name: _____

Placement name: _____

Date	Client Initials or ID	Session number with client	Age if young person	Theme of session	Length of session	Running total of client hours	Number of client hours completed since last supervision	Supervision length / i or g ²	Name and signature of supervisor Name and signature of placement manager/mentor
15.01.19	B.S	1	-	Family issues	1 hr	1 hr	-	-	
19.01.19	L.D	1	-	Relationship issues	1 hr	2 hrs	-	-	
29.01.19	D.S	1	-	Money issues	1 hr	3 hrs	-	-	
05.02.19	A.P	1	-	Employment issues	1 hr	4 hrs	-	-	
11.02.19	L.D	2	-	Relationship issues	55 mins	5 hrs	-	-	
11.02.19	-	-	-	Placement – The Counselling Institute	-	-	-	-	Paul Smith <i>Paul Smith</i>
11.02.19	-	-	-	Supervision	-	-	5 hrs	1.5 hrs / i	Carol Jones <i>Carol Jones</i>

² Individual (i) or Group (g) supervision. If g state supervision length claimed, number in group and total supervision length.

Example 1 – “30 mins / g 3 (1 hr)” means you are claiming 30 mins supervision from a group of 3 which was 1 hour in length

Example 2 – “15 mins / g 6 (1.5 hrs)” means you are claiming 15 mins of supervision from a group of 6 which was 1.5 hours in length (1.5 hrs (same as 90 mins) / 6 people = 15 mins)

Date	Client Initials or ID	Session number with client	Age if young person	Theme of session	Length of session	Running total of client hours	Number of client hours completed since last supervision	Supervision length / i or g ³	Name and signature of supervisor Name and signature of placement manager/mentor
14.02.19	A.P	2	-	Employment issues	1 hr	6 hrs	-	-	
14.02.19	L.D	3	-	Relationship issues	1 hr	7 hrs	-	-	
19.02.19	K.D	1	15	Drug dependency issues	45 mins	8 hrs	-	-	
22.02.19	B.S	2	-	Family issues	1 hr	9 hrs	-	-	
09.03.19	B.S	3	-	Money issues	1 hr	10 hrs	-	-	
11.03.19	-	-	-	Placement – The Counselling Institute	-	-	-	-	Paul Smith <i>Paul Smith</i>
12.03.19	-	-	-	Supervision	-	-	5 hrs	1.5 hrs / i	Carol Jones <i>Carol Jones</i>

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Example 1 – “30 mins / g 3 (1 hr)” means you are claiming 30 mins supervision from a group of 3 which was 1 hour in length

Example 2 – “15 mins / g 6 (1.5 hrs)” means you are claiming 15 mins of supervision from a group of 6 which was 1.5 hours in length (1.5 hrs (same as 90 mins) / 6 people = 15 mins)