

HOW TO CONDUCT A PRACTICE COUNSELLING SESSION VIA ZOOM

Please note: It is not compulsory to conduct your Practice Counselling Session via Zoom. If you choose to conduct your session in a usual face-to-face setting, please make sure you are complying with the social distancing and quarantine guidelines. Social distancing guide can be found [here](#).

Before you begin:

Ethical Requirements of Students Recorded Practice Counselling Session Assessments If Client becomes Distressed

Prior to the recorded interview, and as part of the consent procedures, students are to ensure their role-play client is fully aware of the following:

- [Services](#) they can ring should they be distressed during or after the role play (services sheet linked here)
- They are to role play a minor issue only
- That the role play and recording will be immediately stopped, and the role-play client is reminded of the [services sheet](#)

If you become distressed

During the recorded interview, if you as a student start to feel that the interview is getting out of control, please follow the following procedure:

- Immediately stop the interview
 - Explain to the role-play client that you cannot proceed with the interview
 - Contact your [campus counselling support service](#)
 - Contact your educator at a later date to discuss how to complete the assessment
1. Read the requirements of your assessment carefully. Note the length of the interview, whether or not it needs to be recorded, and the scenario that you and your client need to follow.
 2. Source a practice client who has a Zoom account. It is preferable that you get in touch with a class mate to perform this counselling session as it is likely that you both will have a Zoom account and can help ease the process. You can also swap the role-play so that you can help each other complete the assessment.
 3. Have a zoom account ready for yourself and your acting client. You should have a zoom account as an ACAP student. Organise a time that is suitable for you and your acting client.
 4. **Make sure your client signs the informed consent paperwork and returns it to you before you start the role play process.**

To begin:

For Mac Laptop and Computers: Go to **Finder**, then **Applications** folder, and click to open **Zoom**

For Windows: Go to your **Windows** and search for **Zoom**.

1. Sign in to your Zoom account
2. **To host a meeting:**
 - a. Click on “New Meetings”
 - b. Click on “Join with computer audio”
 - c. Look at the top of your Zoom window and let your Role Play client know what the Zoom Meeting ID is
 - i. You can also invite them via email. To do this follow the instructions on Zoom when you click the invite button.
3. **To join a meeting:**
 - a. Click on “Join Meeting”
 - b. Enter the Meeting ID that was given to you by the host.
 - i. If you are joining in via email, just click on the link emailed to you by the host.

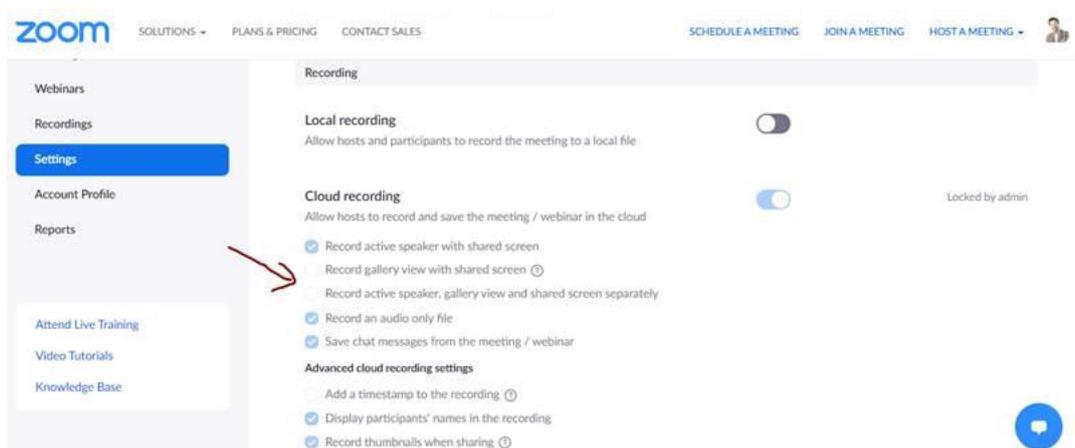
To start recording:

1. To make sure your recording will be saved where and how you want it to be:

For mac, click on **Zoom.us** on the top bar of your screen. Click on **preference** from the drop down list and then click on **Recording** in the pop up and then:

For Windows, click on **settings**, click on **Recording** in the pop up and then:

- a. choose where you want to store your recordings
2. Make sure the camera can see both of you clearly. Adjust the camera, the lighting and the seating positions in a way that will help with your assessments the most. (The more you hear and see, the better it is).
3. Make sure that you have selected “record gallery view with shared screen” or “record active speaker, gallery view and shared screen separately” in your zoom settings in order to have two faces side by side recorded



4. Check that both your microphone is working and that there are no disruptive background noises.
5. When you are ready, inform your co-host that you are going to start recording, get verbal consent to begin recording. Then the host will click “Record” found at the bottom of the Zoom screen.

PLEASE NOTE: If you want to make sure this works, it’s a good idea to try to do a short recording before you do a real one to see if it is going to save the way you want it, and play back the way you want it. Better re-do a small portion of your assessment than have to re-do the whole thing due to technological difficulties!

To end recording:

1. To end recording, click on the stop sign at the top of the screen.
2. When click stop, the recording will be sent to the cloud, or your email, or where you have chosen the recording to be stored.

Storage:

Choosing to save your recordings to your personal computer will prevent your video from being stored on a public cloud and maintain your privacy.

Ensure you only store the practice session when you are being the “counsellor”. Always store these recordings in a password protected file on your own desktop to ensure it cannot be viewed by others. These recordings **MUST** be deleted in full at the end of the trimester, in order to continue the privacy of yourself and your role play client.

If you are swapping the role of “counsellor” and “client” during the zoom session, please ensure you end the zoom session and start a new zoom session when you swap roles. This will ensure you **ONLY** keep the recording when you were the “counsellor” role.

Do **NOT** upload your videos on to a private YouTube account, or any other “cloud” like storage as this may compromise the privacy of yourself and your role play client.