Placement Paperwork and Assessment Information Webinar

School of Counselling
Counselling Placements

Australian College of Applied Psychology
Placement Paperwork and Assessment

This presentation will cover:

- Overview of student placement paperwork and requirements
- Who are the key people involved in placement?
- How do placement requirements differ from your Clinical Supervision group and assignments?
- Finding your Paperwork and placement information in Sonia Online
- Clinical Supervision class space
- Placement policies
Overview of placement and supervision

- **Placement and clinical supervision;** 2 systems that run concurrently but have **different** requirements and paperwork

- **Placement paperwork;** completed in Sonia Online – except for the Experience log

- **Clinical Supervision unit;** CPS1, FPS1, APS1- clinical supervision relating to counselling practice-separate assessment requirements to placement. Clinical supervision assignments marked by clinical supervisor / placement paperwork completed by agency supervisor.

- Both must be submitted to pass the unit.
Who are the key people involved in placement?

- **ACAP Placement Coordinator**: primary contact for all placement matters. Report all placement issues to your coordinator – even if you have already told someone else.
- **Agency Supervisor**: based at the placement agency; provide direct management and direction everyday that you are on placement.
- **Secondary Supervisor**: Another senior person in your placement agency who you report to on days when your agency supervisor is absent or is unavailable.
- **Clinical Supervisor**: ACAP supervisor in class providing small group clinical supervision relating to your counselling and client work on placement.
- **Placement Lecturer**: Dr Pol McCann; supervision issues that cannot be resolved by your Clinical Supervisor are escalated to him.
Placement policies

Read these important policies:

- Student placement code of conduct
- Attendance requirements for placement and supervision
- Unsatisfactory, incomplete or cancelled placement policy
Information for students only. Supervisors and Mid Placement Reviewer’s please disregard this area.

Students: Now that you have registered your placement you are in a new space called "Student Placement Information & Paperwork". This area has information and step by step guidelines on what to do throughout your placement, what forms must be completed and when they are due. Click on the red 'Details' button on the right hand side to access all information.

You must read through ALL of this information so that you understand what paperwork is required and when to submit.

Area: Student Placement - Grad Dip Coun
Expected Hours: 200.00 Hours

Welcome to the Student Placement Information & Paperwork Group!

READ CAREFULLY - failure to submit required paperwork may result in unsatisfactory completion of placement.

Please note: Students may miss no more than two days of placement without a medical certificate. Should you need to change or miss an extra day, you are required to email your Placement Coordinator to inform them of the reason BEFORE approaching your Agency Supervisor. The Supervisor will not approve any changes to placement arrangements without approval in writing from your placement Coordinator.

Paperwork:
Forms are only available once your Agency Supervisor has approved your ‘Student Placement Confirmation’ form. Once approved you can access your forms via the 'Electronic Forms' tab located above.

Once you have access to all forms, ensure you follow the step by step instructions below. All paperwork must be completed in Sonia EXCEPT for the Experience Log and the Clinical Supervision Log. These must be signed and emailed to your Placements Coordinator within 1 week after completing your placement.

Due Date: Within 7 days after completion of placement.

Step 1 - Experience Log
Due Date: Within 7 days after completion of placement.

Purpose:
- Record of the types of activities and counselling hours that you are involved with during your placement.

Experience Log for Counselling Placements
This is to be completed at the end of each day you are on placement as a record of your hours. You must ensure you view the sample provided so you are recording your hours correctly and so as to avoid any unnecessary delay.

On your final day of placement, print your Experience Log and bring it in for your Agency Supervisor to sign. Once signed, you must scan and email as one document to your Student Placement Coordinator within 7 days of completing your placement.

Step 1 - Experience Log

Due Date: Within 2 weeks of commencing placement.

Purpose:
- Covers placement goals, tasks and assessment methods.

NOTE: View the Sample Student Learning and Supervision Contract before you write your own. You may wish to use some of the learning tasks and methods of assessment from the sample however you must make it specific to your placement and individual development needs.

1. Click on the Electronic Forms tab above to access the Learning Contract.

2. Use the samples or develop your own Learning Tasks and Methods of Assessment in collaboration with your Agency Supervisor. The Learning Goals are the unit outcomes of your E201 unit.

3. Add 2 Personal Goals - think about what you have learned in the classroom that you would like to apply on placement, or the key challenges you face such as confidence, boundaries, empathetic listening etc and add these to your Learning Contract.

4. Save your Learning and Supervision Contract in Sonia and ask your Agency Supervisor to log in to Sonia, go to Electronic Forms and approve your contract.

5. Save your contract as a PDF and upload to your clinical supervision class space for approval by your Clinical Supervisor BY SESSION ONE of your clinical supervision unit. Should your Clinical Supervisor require changes to be made to ensure you are using suitable tasks for assessment, you must resubmit. When approved by the Clinical Supervisor, update the original Learning Contract in Sonia and ask your Agency Supervisor to approve the changes. Your Clinical Supervisor usually has the final approval of your learning goals.
4. Save your Learning and Supervision Contract in Sonia and ask your Agency Supervisor to log in to Sonia, go to Electronic Forms and approve your contract.

5. Save your contract as a PDF and upload to your clinical supervision class space for approval by your Clinical Supervisor **BY SESSION ONE** of your clinical supervision unit. Should your Clinical Supervisor require changes to be made to ensure you are using suitable tasks for assessment, you must resubmit. When approved by the Clinical Supervisor, update the original Learning Contract in Sonia and ask your Agency Supervisor to approve the changes. Your Clinical Supervisor usually has the final approval of your learning goals.

**Step 3 - Organising a Mid Placement Review**

Due Date: To be organised within the first 2 weeks of FPS1 and carried out between weeks 6 and 12 of FPS1.

Purpose:
- Provides an opportunity for ACAP to monitor and assess your placement in relation to your Learning Contract, and is an opportunity to discuss any issues for you or your Agency Supervisor.
- The review is a 3 way conversation between an ACAP Mid Placement Reviewer, your Agency Supervisor and you. This usually takes place on site but if this is not possible, by conference call with you and your Agency Supervisor in the same room with a speaker phone.
- Within the first 2 weeks of FPS1 you will need to organise a suitable time when you and your Agency Supervisor can participate in a Mid Placement Review with an ACAP Mid Placement Reviewer. A list of reviewers can be accessed via the below link. Complete the "Mid Placement Review Booking Form" accessible via the 'Electronic Forms' tab.
- Allow approximately one hour for an on site visit and 40 minutes for a telephone Mid Placement Review.
- To prepare for the review read the Mid Placement Review questions available on the Electronic Forms tab and let your Agency Supervisor know that they can also access the questions on their Electronic Forms page.
- ONLY the ACAP Mid Placement Reviewer completes this form.
- Use the MPR as an opportunity to discuss any concerns you have or raise any issues with placement. You are half way through – this is the time to get these resolved.

Process:
1. With your Agency Supervisor select a Mid Placement Reviewer from the [ACAP Mid Placement Reviewer List](#).
2. Once you have selected a reviewer, complete 'Section A' of the Mid Placement Review Booking Form via the "Electronic Forms" tab and save as a PDF.
3. Email the selected Mid Placement Reviewer the saved booking form along with a copy of your Student Learning and Supervision Contract. Both are available in "Electronic Forms".
4. After you have confirmed a date and time, complete 'Section B' and submit the form. ACAP will be notified once you have submitted the form and can then allocate the reviewer to your Sonia Mid Placement Review form.

Please note: It is vital that you do NOT wait until the Mid Placement Review to express any concerns you may have about your placement. Any concerns must be brought to the immediate attention of your Student Placement Coordinator who will then mediate and liaise with the Agency Supervisor as required.
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**Step 4 - Clinical Supervision Log**

**Due Date:** At the end of each FPS unit your FPS Supervisor must sign this log on or immediately after the last supervision session. Scan and email the signed log to your Placement Coordinator within 1 week after completion of each supervision unit.

**Purpose:**
- To record your clinical supervision hours. This is needed for membership with a professional association.

You must keep a log of your supervision hours throughout each FPS unit by using the **Clinical Supervision Log**. At the end of each FPS unit upload your completed log to your FPS class space for your supervisor to sign off. Your supervisor will then upload the signed log back into the class space.

You must download the final log, scan and email to your Student Placement Coordinator within 1 week after each FPS unit. You need to keep the original if wanting to join a professional association as they will ask for proof of clinical supervision. If you attend casual supervision groups during term breaks with another Clinical Supervisor, submit a separate log within 1 week of placement completion.

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**Step 5 - Final Placement Report**

**Due Date:** Within 7 days after completion of placement.

**Purpose:**
- To gain feedback and assessment from your Agency Supervisor.

On the final day of placement, ask your Agency Supervisor to complete the Student Placement Final Placement Report by logging into their **Sonia Online** account and selecting the Electronic Forms Tab. Once your Agency Supervisor has done this you must log into Sonia, read through the report and “Accept”.

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You must keep a log of your supervision hours throughout each FPS unit by using the Clinical Supervision Log.

At the end of each FPS unit upload your completed log to your FPS class space for your supervisor to sign off. Your supervisor will then upload the signed log back into the class space.

You must download the final log, scan and email to your Student Placement Coordinator within 1 week after each FPS unit. You need to keep the original if wanting to join a professional association as they will ask for proof of clinical supervision.

If you attend casual supervision groups during term breaks with another Clinical Supervisor, submit a separate log within 1 week of placement completion.

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**Purpose:**
- To gain feedback and assessment from your Agency Supervisor.

On the final day of placement, ask your Agency Supervisor to complete the Student Placement Final Placement Report by logging into their Sonia Online account and selecting the Electronic Forms Tab. Once your Agency Supervisor has done this you must log into Sonia, read through the report and 'Accept'.

**Due Date:** Within 7 days after completion of placement.

**Purpose:**

At the end of your placement you MUST complete the online Confidential Placement Evaluation. Your placement will not be finalised until this is done.

**Step 5 - Final Placement Report**

**Step 6 - Confidential Placement Evaluation - online**
Student Placement Process Term 1 2016

Pre Placement Interview/Meeting
Between Oct – Dec

Register your placement in Sonia:
1. Registration form
2. Confirmation form

Placement Commences
11th January (Negotiable)

Learning & Supervision Contract
Complete in Sonia; Agency Supervisor approves in Sonia within 2 weeks of placement

Mid Placement Review
Book review in the first 2 weeks of placement:
Carried out Between Weeks 6 - 12

Final Placement Report
Agency Supervisor completes in Sonia in last 2 weeks of placement

Experience Log
Completed by the student throughout placement;
Verified and signed by the supervisor at the end of the placement.
Supervision class space
Questions?