



University of
Southern
Queensland



1 October 2023

PROFESSIONAL PLACEMENT HANDBOOK

Counselling Practicum COU6050

CRICOS: QLD 00244B, NSW 02225M
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STUDENT DECLARATION:

The purpose of the professional placement handbook is to inform students of the expectations and requirements of counselling placement. Every student must complete and submit the declaration to confirm they have read and understood the entire contents of this handbook. Without completion of this declaration students will not be permitted to commence placement.

- I declare I have read and understood the Professional Placement Handbook for Counselling Students.
- I understand I must abide by the standards described within the Professional Placement Handbook for Counselling Students. I understand I need to contact the Professional Placements Office if I cannot meet the obligations for workplace experience following at any stage of my course progression.
- I understand and accept my student responsibilities as outlined in the Professional Placement Handbook for Counselling Students.

Student Name: _____

Student Signature: _____ Date: ____/____/____

Witness Name: _____

Witness Signature: _____

Date: _____

This form is part of the pre placements mandatory requirements for all students that attend placements from the University of Southern Queensland. **It must be submitted to InPlace before commencement of each placement.**

Definitions of Key Terms:

Professional placement: The placement of a student at an agency for the purposes of gaining practical experience in counselling.

Agency: The organisation at which a student completes a professional placement.

Course examiner: The UniSQ academic staff member who oversees the counselling practicum course and liaises with agencies.

Line supervisor: An appropriately qualified employee of an agency who supervises the student whilst working on counselling placement with that agency.

Clinical supervisor: A clinical counsellor, social worker, or psychologist registered with their respective professional association with a minimum of 5 years' experience.

Counselling Supervision Contract (Or Clinical Supervision Contract): A written agreement required by counselling associations, describing the aims and responsibilities of both the supervisor and supervisee.

Professional placement coordinator (Course Examiner): A suitably qualified employee of an education provider who is employed to coordinate and supervise the professional placement arrangements of students enrolled in an approved course.

Professional placement supervisor: A professional placement supervisor is a suitably qualified employee of an education provider who may supervise individual professional placements of students enrolled in an approved course.

Placement Officer: A qualified administrative employee of the University to coordinate student placement.

Learning Agreement and Plan: A document that records the placement agreement, plan, learning objectives, and tasks.

Counselling log: A record of the hours of counselling, supervision, and professional development, signed by the clinical supervisor, and submitted as evidence of completing required hours. It also includes a journal of learning activities and reflections made by the student throughout the placement.

The Professional Experience Placements Team

The Professional Experience Placements Team (PEPT) consists of UniSQ Placement Officers and Professional Experience staff in Toowoomba and Ipswich. This team allocates students to clinical placements and can help you with questions about preparing for and attending a clinical placement.

The PEPT member managing Master of Counselling (MCCO) placements is based in Ipswich and can be contacted via email: WIL.PsychologyandWellbeing@Uniq.edu.au

The Academic Team

The Academic Team member responsible for professional placement is the Course Examiner for COU6050 Counselling Practicum. They are based in the Ipswich campus and can be contacted via phone or email. Meetings can be arranged in person or via zoom.



Dr Elisa Agostinelli
Location: Level 3, Building B, Ipswich Campus
Phone: 07 3812 6391
Email: Elisa.Agostinelli@unisq.edu.au

If you require support at any of stage of your study, you can also access Student support services for [Health, counselling and wellbeing](#) via UConnect for *confidential* support.

For an appointment phone 07 4631 2372 on Monday to Friday or email Student.Services@Uniq.edu.au

Checklist for Placement

The **Graduate Counselling Study Desk** contains all the information required to prepare for a placement. It is accessed the same way as course Study Desk sites.

Practicum Information and Mandatory Requirements

Required forms and documents for the counselling placement can be found under the Practicum Information section on the Graduate Counselling Study Desk. Students are expected to access this information and ensure that they plan their enrolment in placement subjects and submit mandatory requirements. Students need to do this in a timely fashion to ensure their placement can start in their nominated trimester.

Not submitting mandatory documents in time may make it impossible to source a placement in your nominated trimester.

InPlace

UniSQ uses a cloud-based program called InPlace to manage placements. Please click on the link on the Counselling Placement Hub to access the InPlace website. Information and instructions for uploading documents to InPlace are also available on the Counselling Placement Hub. Your normal UniSQ login and password will access your InPlace file.

All mandatory documents must be uploaded to InPlace and your placement information will be recorded on this site for future reference.

Important Processes to submit Mandatory Documents

You need to enrol in COU6050 Counselling Practicum as soon as the course is open to access InPlace and start the process of finding a placement. Once enrolled, you need to submit the **placement request form** and your **CV** to InPlace. The placement request form can be found in the placement section of the Graduate Counselling Studydesk. *Early submission allows the Placement Officer time to source an appropriate placement with you so you can fulfill your placement while you are enrolled in the COU6050. Remember it can take up to 3 months to find a suitable placement.*

Mandatory Documents

Must be uploaded to InPlace **before** the Placement Officer can support you in sourcing a suitable placement. You must upload them by the due dates stated on the Important Dates document and you must keep them current for each placement.



As part of your mandatory documents, you will submit a **Placement Request Form**. This gives you the opportunity to provide 3 locations or contact details of the agency where you would like to do placement. The Placement Officer will then attempt to source a placement within an agency within one of these locations; however, this may not always be possible. Please make sure you can attend placement within all the locations nominated. Sourcing a placement is a collaborative process between the placement officer and the student.

Vaccination

Please be aware that most placements follow the QLD health requirements (or your equivalent state health requirements) on vaccination. Ensure you inform the Placement Officer of your vaccination status, as this may impact the available choices for placement opportunities.

The Practicum Information Section in the Graduate Study Desk also contains other information relating to placement, such as how to apply for a placement extension, insurance while on placement and eligibility to apply for a placement at your current workplace. Make sure you review the site, so that you are well informed.

Section 1: Introduction to Counselling Placement

The University of Southern Queensland incorporates professional placements for the Master of Counselling (MCCO) program in accordance with the standards outlined by the Psychotherapy and Counselling Association of Australia (PACFA) and the Australian Counselling Association (ACA). Students complete counselling placements in various organisations, including non-government organisations such as Headspace, UnitingCare, CentaCare, Anglicare, and similar NGOs. They also may complete placements in schools, rehabilitation centres, aged care facilities, churches, and domestic violence services, where professional counselling is been offered by the service. UniSQ's Ipswich and Toowoomba Psychology and Counselling Clinics also host a small number of counselling students on placement. Occasionally, students' complete placements in multidisciplinary private practices, however these privately owned organisations need to host many practitioners across allied health professions and offer in depth training.

Regardless of the nature of the placement site, all placements need to include the following elements (see ACA Placement Requirements Guidelines, 2023 and PACFA training guidelines, 2018):

1. For the duration of the placement, students are required to enrol in COU6050 Masters Counselling Practicum.
2. As part of COU6050, students must attend an initial full day training in preparation for placement and attend 10 hours of tutorials which include group supervision, personal care, and case conceptualisation. Tutorials are offered for two hours online in a small group every two weeks for the duration of the course.
3. The corequisite of COU6050 is completion of all MCCO core courses which include 150 hours of in person face-to-face teaching hours completed during residential schools.
4. The placement must consist of a minimum of 200 hours of counselling practice undertaken in a work setting (work placement).
5. During placement, students must accrue a minimum of 40 hours of face-to-face counselling or psychotherapy (direct client contact).
6. Students must also undertake a minimum of 10 hours of supervision (related to client contact). Supervision hours will be endorsed by the training provider and the clinical supervisor.
7. Evidence of successful completion of supervised practice is required in the form of a log signed by the responsible supervisor(s). *Please note that only formal and*

contracted counselling relationship with therapeutic intent can be accepted as counselling experience. Casual conversations or interviewing in a non-counselling context cannot be logged as counselling.

8. Details of the client work must be included in a professional log which the student maintains and presents for assessment as evidence of competence to practice. Client confidentiality must be maintained in the log.
9. If more than the minimum of 40 hours of supervised client contact is completed during course, any additional client contact hours over and above the minimum requirements may be completed via synchronous video conferencing or telephone hours.
10. Counselling practice hours include other activities in addition to the 40 hours of face-to-face supervised client contact (e.g., writing case notes, attending staff meetings, counselling observations, and administration).
11. All students must also receive a minimum of 10 hours of individual clinical supervision relating to their face-to-face counselling at a rate of 4:1 for the first 40 hours and then 8:1 for hours beyond that.
12. The workplace and clinical supervisor must be an accredited counsellor, or social worker, or psychologist with a minimum of 5 years' experience.
13. The UniSQ Group supervisor must be a UniSQ educator, registered with ACA or PACFA with a minimum of 5-year experience, and be a registered supervisor with ACA or PACFA.
14. All students must also complete 5 hours of professional development during their placement.
15. The counselling placement is not available for the students in the Master of Counselling (Advanced Entry) but is available for those who are enrolled in the qualifying streams (i.e., the remaining specialisations).
16. Students are recommended to attend the placement for two full days per week.
17. COU6050 is offered across 2 trimesters to allow students to secure an appropriate placement and have time to complete the required hours.

The Professional Placement Handbook provides information to students to guide them in their placement. This handbook is to be read in conjunction with the relevant course specification for COU6050.

Completing a counselling placement involves more than just completing the hours of counselling and supervision. The practicum is quite demanding in ways that differ significantly from the demands of typical courses. Availability, energy, emotional intelligence and social resilience, and geographical distance to the placement site are among the most demanding aspects of practicum. The organisation and its clients rely on counselling interns to be capable of meeting these professional demands. If you believe these could be too much for you, you are ethically obliged to discuss them with the course examiner.

Although the course requires 40 hours of client contact, 10 hours of clinical supervision, and 5 hours of professional development, we recommend to students to plan time available for the full 300 hours required to complete COU6050, including time for assessments, case notes, case preparation, administration, agency meetings, extra research, and other tasks required for the role. Please also note that the placement will be taken across 2 trimesters. Counselling placements cannot be done in a full-time block over a short period of time, as clients typically require ongoing services over several weeks. Likewise, the emotional energy required for counselling means we recommend a maximum of two days per week for counselling activities.

The Professional Placement Handbook provides information to students to guide their placement. This handbook is to be read in conjunction with the relevant course specification for the COU6050.

1.1 Prior to the Placement

Prior to enrolling in placement courses, students need to be aware of the following:

Read the course specifications:

Within the Master of Counselling Program students need to complete and pass the placement course to be eligible for ACA or PACFA registration. Students are responsible for checking their eligibility to undertake placement by ensuring they have successfully completed the pre-requisites for their enrolled placement (see course specification COU6050 Counselling Practicum).

Reasonable adjustments:

Please note that all adjustments and disclosures are made as per the UniSQ Policy and Procedure: *Students with a Disability*. You can review the document here [policy](#).

To notify the PEPT of your need for an adjustment, please complete the Placement Request Form and submit this for review. In addition, please contact the Course Examiner to discuss adjustments that may specifically relate to counselling agencies and activities to be undertaken.

Compliance requirements:

Before commencing placement, students must complete the pre-requisite courses, and:

- ✓ Prior to undertaking a placement MCCO students must supply all mandatory requirements via InPlace
- ✓ Students must attend a Mandatory Placement Preparation workshop (information provided in COU6050).

It is also highly recommended that students have a **current Australian Driver's Licence**.

Section 2: Placement Allocation Process for Students

Professional Placement Allocation Flowchart:

To ensure that students gain maximum benefit from their professional experience, UniSQ has developed processes that ensure consistent governance of professional activities and quality learning outcomes applicable to the profession. The professional placement steps listed below identifies tasks to be completed and should be undertaken when planning and requesting a placement.

Organising placements is a complex process

It begins three months before the commencement of the placement trimester. Pre-placement planning has several stages involving communication with students and agencies offering placements.

To help this process and increase the possibility of placement options, you need to enroll early in COU6050 and submit your mandatory documents to InPlace at least one month prior to the placement commencement trimester.

Follow the steps below

2.1 Enrol in COU6050 upon completion of pre-requisites.

Students considering undertaking placement in Trimester 1 or Trimester 2 should enrol in the placement course COU6050 30 days prior to the start of trimester and review updated information on the Graduate Counselling Study Desk.

The main communication point for student inquiries regarding enrolment is via email to UniSQ.support@UniSQ.edu.au.

2.2 Complete Placement Preferences

As soon as students are enrolled in COU6050 complete the Placement Request Form, which is designed to collect information about preferred locations. This form needs to be uploaded to InPlace (you will not be able to access InPlace until you are enrolled in the COU6050). This form is located in the Practicum Information Section on the Graduate Counselling Study Desk. Every attempt will be made to secure a placement, but students should be aware that placements and placement preference options cannot be guaranteed. Students must be willing to accept any relevant placement option for the professional placement and allow time for placement to be organised.

2.3 Submit mandatory documents via InPlace

Go to the Practicum Information Section on Graduate Counselling StudyDesk for information, forms, and links to obtain your mandatory documents.

1. Apply for a Working with Children check. In Qld apply for a Blue Card through UNISQ or in other States or Territories apply for a relevant Children's Check. Once received, upload your card to InPlace (3-year expiry)
2. Apply for a Police Check and upload certificate to InPlace (3-year expiry)
3. Update your resume for each placement and upload to InPlace.
4. Read the Counselling Professional Placement Handbook and upload the signed Student Declaration Form to InPlace for each placement. You can find this form at the beginning of this handbook.
5. The Placement Request Form must be completed for each placement before placement can be requested.

2.4 Negotiate Placement

After receiving all the mandatory documents, the Placement Officer will start to negotiate a suitable placement. This can take up to 3 months to negotiate and sometimes longer. Once a placement is negotiated, students will be informed of what they must do through their UniSQ email account.

2.5 Interview with the agency

The Agency may wish to interview you prior to agreeing to placement. Either the PEPT will provide you with an appointment date and time, or the agency will contact you directly to discuss a suitable time. Students are expected to research the agency and its role in the community and consider how you can contribute to the agency during your placement, in order to be prepared for the interview. Students must also present themselves in a professional manner for the interview.

Students must inform the Placement Officer about the outcome of the interview via email WIL.PsychologyandWellbeing@UniSQ.edu.au

2.6 Sign the Student Placement Agreement

UniSQ must have an agreement in place with any agencies where students do placement. The PEPT ensures that this is all completed prior to students commencing placement. Students will be informed about their starting date for placement through the UniSQ email account once the PEPT have confirmed everything is completed.

2.7 Complete a Work and Activities Plan with the agency and sign a supervision contract

Once the student placement agreement is signed, you must complete a work and activities plan with the agency and sign a supervision contract (these forms are available on the COU6050 Study Desk). You need to submit these documents to the course examiner and receive feedback from the course examiner before you can undertake any counselling at your placement.

InPlace Tips

- Use the InPlace [instructions](#) on the Graduate Counselling Study Desk to upload your documents. (Remember you need to be enrolled in COU6050 in order to access InPlace). InPlace will then send the Placements Team a message to go in and 'verify' or check that your documents are correct
- Go back and check a couple of days later that they have been approved
- When it is busy it might take the Placements Team longer than 2 days to check your documents
- Checking the details page of your InPlace file is a quick way of finding out when your documents will expire - make sure they are kept current for all your placements
- InPlace works best with **Google Chrome or Mozilla Firefox**
- **InPlace is a cloud-based website:** <https://inplace.UniSQ.edu.au>
- **Password and Username:** the same as other UniSQ logins

Section 3: Important Information for Placement

3.1 Communication during the Placement Allocation Process

All email communication will be via your UniSQ student email account. It is your responsibility to check your emails, Graduate Study Desk and InPlace in order to be up to date on the placement allocation process and meet your responsibilities in a timely manner. Students may send queries through UniSQ.support@UniSQ.edu.au.

3.2 Placement Preferences and Requests

Because of the number of students on field placement every trimester as well as the number of students each agency is able to take for placement, it is impossible to satisfy every student's placement preferences. Students can nominate three locations where they would like to be placed. Make sure you can travel to all locations nominated or have accommodation if you plan to stay. There is no accommodation associated with any placement sites and students are responsible for their own costs for travel.

Students may discuss their preferences with the PEPT for more information.

Once you have submitted your location preferences, the PEPT will source you a placement where possible with one of the agencies with whom we have an agreement, within one of these locations. If this is not possible, we will contact you to discuss other options.

Please make sure you have read Section 1 of this handbook regarding restrictions on placement when submitting your preferences.

If you have a particular concern regarding placement allocation, direct your query to the PEPT. Please note that there is no direct correlation between a placement and employment in placement organisations.

3.3 Limitation in organising your own placement

Student placements are organised by the PEPT. If you are aware of a placement opportunity within an agency, you can suggest this to the PEPT, and appropriate procedures will be followed. You are also encouraged to approach the university placement staff before initiating discussions with an agency regarding placements. **Under no circumstances can you finalise your own placement.**

3.4 Recognition of Prior Learning

Recognition of prior learning is a process that assesses the individual's formal and informal learning and work experience in the field to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes or standards to warrant exemption from a particular course. Students apply for online via the Credit/Exemption Application form.

Receiving recognition of prior learning for this course will influence your eligibility to apply for PACFA and ACA registration. Please discuss this with the relevant examiner, as well as with PACFA and ACA.

3.5 Placements at your current place of Employment

It is possible to undertake the placement at your current place of employment, providing certain conditions are met. Placements undertaken at your current place of employment need to be consistent with the UniSQ Conflict of Interest Policy. Students who intend to undertake the placements at their place of employment must first discuss this option with the Course Coordinator and Placement Officer, then complete and submit the Application to Undertake Placement at the Current Workplace. Students may be allowed to undertake their placement in their workplace in an area that will **offer responsibilities consistently different to their current roles and responsibilities**. Students will be required to provide documentation to support their request. Once the PEPT has assessed that the workplace may be able to offer appropriate learning opportunities, they will contact the agency to ensure that the agency will:

- recognise that the employee is in a student role and discuss possible HR implications.
- meet the educational requirements, principles and policies of the profession and the university
- agree to sign the 'Student Placement Contract' for unpaid work placement
- allow for student learning experiences that are separate to the student's routine work responsibilities
- provide the student protected time separate from the duties carried out at work, including attendance at integration seminars
- wherever possible provide a supervisor who is not the student's line manager or usual supervisor
- ensure the student receives supervision regularly and sufficient support to complete the Learning Plan and assessments.

3.6 Placement Variations

Students who consider that they are experiencing 'exceptional circumstances' that requires variation to the usual placement timetable or location may apply for a variation to placement. This includes situations where a placement extends into the next trimester offering owing to a later start date. The onus is on the student to demonstrate their extenuating circumstances and to provide appropriate evidence and/or supporting documentation. Students must complete an Extension Application before the placement trimester ends and send it to UniSQ.support@UniSQ.edu.au for the course examiner and/or Program Coordinator's approval.

3.7 Sick Leave from Placement

If a student falls sick on placement they must:

- Comply with agency procedures on providing medical certificates
- Notify their agency supervisor immediately of absence
- Contact the PEPT and advise of the absence
- Provide a medical certificate to the PEPT if absent for more than 3 placement days
- Submit Extension Application if the placement is not completed by the designated assessment deadlines.

3.8 Placement Expenses

Students are responsible for their own travel costs in getting to and from their field placement. Most agencies will have a policy allowing students to use the agency vehicles for client and agency work related learning tasks. Where this is not possible, a student may be required to use their own vehicle. Students should also have the appropriate license and points to drive a vehicle.

3.9 Withdrawal by Student

Once a student has commenced a placement, if they have exceptional circumstances and wish to withdraw the student must obtain formal approval from the PEPT staff before taking any action. The placement staff will consult with the agency Supervisor and Course Examiner before granting approval for the student to withdraw. *Without prior approval from the placement staff, withdrawal by the student will result in a Fail grade for the course.*

3.10 Confidentiality

Confidentiality is core to the counselling profession. Students should exercise great caution before releasing any information obtained directly or indirectly about the people, projects or agency business connected with their placement, whether it relates to specific cases or to policy matters. In particular, any information related to users of the agency's services must be presumed confidential unless stated otherwise. Students should never discuss clients using identifying information at home, online or in the classroom. If in doubt about the confidentiality of material students should seek advice from their Agency Supervisor.

3.11 Workplace Health & Safety

The placement agency's policy on WHS should be fully explained as part of the student's orientation and detailed in the student's Learning Agreement. Students should ensure that they fully understand the policy and approach the Agency Supervisor over any incident or issue about which they are concerned or unclear, and report any incident following the agency's WHS policy.

3.12 Use of Social Media during Placement

Students are strongly advised to exercise judgement and caution in the use of social media about their placement, as well as whilst on placement. This includes but is not limited to using mobile phones for personal calls whilst on placement, ensuring the privacy and confidentiality of the agency in the use of social media sites such as Facebook, not taking photographs for personal use during placement and ensure professional use of the internet during placement.

3.13 Third Party Insurance

UniSQ students and employers engaged in UniSQ approved placements are covered by the University's legal liability insurance. This provides insurance for UniSQ students engaged in professional experience (including field placements) and the relevant employers against claims of loss or injury by third parties resulting from professional experience activity.



3.14 Motor Vehicles

Students should be familiar with and adhere to the placement agency's motor vehicle policy. Students should be identified as a designated driver before driving an agency's vehicle. Students should also have the appropriate license and points to drive a vehicle. Where a student has a suspended license, they should not drive a motor vehicle for the agency.

Section 4: Professional Placement Roles & Responsibilities

When a student undertakes a professional placement, the various parties assume responsibilities for the placement. The parties are the Student, the Agency, and the University. The Agency Supervisor and the University PEPT are the key contacts throughout the professional placement.

The outcomes of placement reflect the above collaborative arrangements. However, it remains the responsibility of the University, in all instances, to determine the final grade/outcome for the placement.

4.1 Student Roles and Responsibilities

A professional placement is an important part of the Master of Counselling course. Students are expected to complete the following checklist to be prepared to successfully complete their placements:

1. Provide all mandatory documents via InPlace by the appropriate date.
2. Once the PEPT advise you of a planned interview with an agency prepare for the interview by familiarising yourself with their website and their programs and purpose so you can demonstrate an understanding and interest in the work they do.
3. Attend the interview dressed professionally and at the time and date agreed.
4. Demonstrate a professional attitude, be respectful and appreciative of the opportunity you are being offered and be open to the learning opportunities available at the facility
5. After your interview, please advise the PEPT of any outcomes.
6. Once an agency has confirmed your placement the PEPT will confirm your start date by email via your UniSQ student email account.
7. Attend your placement on the date confirmed and take your Learning Agreement with you to be completed by you and your Supervisor by day 10 of your placement.
8. Ensure you complete all assessments by the due date and enlist your Supervisors assistance where required.
9. Ensure your timesheet is completed and signed by your supervisor at the end of each day
10. Take any opportunities for learning and professional development that are available during your placement.
11. Make yourself available for supervision meetings with your agency supervisor and complete any activities or tasks as requested and, in the required timeframe.

12. Make yourself available for evaluation meetings and/or teleconferences with the course coordinator and UNISQ staff as required. Prepare for these meetings with any materials requested.

☆ Demonstrate a **professional attitude** in all areas of your placement and be open to opportunities to learn and take on board feedback from your supervisor.

4.2 Agency Roles and Responsibilities

An Agency is an organisation that provides structured and supervised practical experience for students for the purposes of enhancing their work readiness.

The agency must sign a Student Placement Agreement prior to any students attending placement and they nominate an appropriate individual/s to supervise, support and mentor the student while in the workplace. They must advise the Placement Officer who this person will be. Some agencies may nominate a site supervisor (to help you with administrative functions) and a clinical supervisor. For most agencies, this will be the same person.

Site Supervisors are individuals who are familiar with the running of the agency and will help you with all aspects of your placement. The Site Supervisor plays a key role in shaping students the placement experience.

Pre-placement arrangements:

- Ensure that a 'Student Placement Contract' is in place and current with the agency prior to a student commencing placement.
- Ensure that management and staff within the office agree to the student placement.

Orientation and induction:

- Provide an orientation session including agency policies on confidentiality, privacy, and WHS.
- Ensuring student safety and adherence to WHS legislation and agency procedures and guidelines, both with respect to the place of work and the type of work they are asked to undertake.

Counselling Supervisor:

A counselling supervisor is a suitably qualified employee of an agency who is responsible for the supervising the face-to-face counselling experiences of the student. Normally the counselling supervisor should be a member of a counselling, social work, psychological or equivalent association.

The agency needs to provide counselling supervision (or where this cannot be provided, allow for the student to organise an external counselling supervisor) that fits the PACFA/ACA requirements. All supervisors must be eligible to be members of a relevant professional association (see above) and have a minimum of 5 years of counselling experience.

The course examiner will confirm whether a proposed counselling supervisor meets minimum requirements.

4.3 University's Roles and responsibilities**Course Examiner:**

The University Professional Placement Coordinator is the qualified academic (Course Examiner) who will work in conjunction with the PEPT to supervise and monitor students' placements progress and final assessments. This role may be delegated out amongst other academics from time to time.

Placement Officer:

Placement Officers are the qualified administrative employees of the university who are responsible for coordinating the professional placement arrangements for the students. An important element of professional coordination is fostering productive and reciprocal partnerships between agencies, the university, and students. Placement Officers ensure that all professional participants (student, liaison workers, supervisors, and other staff members) are adequately qualified, trained, inducted, and supervised to undertake the proposed professional.

Placement Officers have responsibility for the following areas:

- Developing and maintaining resources to ensure best practice during the professional placement.

- Ensuring that all information has been provided to the students, agencies, and supervisors, with the placement arrangements confirmed in writing.
- Managing the mandatory documents associated with professional placements on InPlace.
- Ensure equitable opportunities are available for each student.
- Ensuring availability for consultation and support to the agency supervisors and the students.
- Responding to agency supervisor or student problems in a timely manner.
- Evaluating strengths and weaknesses of placements to ensure ongoing quality improvement.
- Ensuring professional experiences are inclusive for students and cater to student diversity by making reasonable adjustments.
- Ensuring that the agency supervisor has an educational qualification in a welfare or community work- related discipline that is equivalent to or higher than the qualification level they are supervising plus a minimum of at least five years practical experience in a community services setting including at least 5 years post-qualification experience.
- Collaborating with professional agencies to formulate solutions to complex professional issues.

University Visits:

The PEPT and/or course examiner and supervisors will engage with the placement agencies physically (in person) or virtually (Skype or Zoom) in the initial stages, at mid-placement (approximately 65 hours) and towards the end of placement. They will also make themselves available when a student has been identified as requiring additional support.

Additional meetings:

Additional meetings may be required if there are concerns about a student's conduct or progress. These can be initiated by student, agency or placement team through phone or zoom.

4.4 Summary of Timeline

Read the Placement Handbook, enrol in COU6050 and submit mandatory documents & Student Declaration via InPlace.

Confirmation of Organisation

- Placement officer confirms willingness of agency to consider hosting
- Student prepares learning plan and counselling supervision contract

Engaging host agency and complete introductory documentation

- Student arranges interview time and date with site supervisor
- Student negotiates and completes contract, learning plan, and counselling supervision contract.
- Site supervisor signs documentation.
- Student and site supervisor to agree on start date within 7 days of interview.
- Student submits contract, learning plan, and counselling supervision contract via course StudyDesk. *

Commence placement

Commence placement after course examiner approval, on the specified date.

Initial feedback on skills

Ensure clinical supervisor has viewed at least one session of your counselling, live or by video. Record sessions only with agency and client consent.

Mid-review

Between 15 and 20 hours of counselling and 5 hours of supervision, ask your supervisor for a mid-review interview and to fill out the mid-review report. Submit to the Course Examiner as soon as complete via the submission instructions provided on the COU6050 studydesk. This report is assessable and provides opportunities to acknowledge skills and strengths in the placement, and also areas that may need further development.

The course examiner will contact both you and your line supervisor to discuss the report.

Completion of placement

After 40 hours of client contact, 10 hours of supervision, and 5 hours of professional development, request a final interview and report with your line/counselling supervisor.

- Submit the Final Report and Logs to the Course Examiner via the submission instructions on the course studydesk.
- Complete all the assessment requirements of COU6050
- The course examiner will contact both you and your line supervisor to discuss the report.

Section 5: Resolving Difficulties During Placement

While most placements proceed without incidents, it is important that all concerns are responded to in a timely manner and principles of natural justice and procedural fairness applies. Where possible placement difficulties will be addressed by using the steps below to ensure the placement continues and the student can demonstrate competence and pass their placement.

It is important to note that:

1. Some issues may also be dealt with through an agency's policies, grievance, and complaint processes (e.g., harassment and discrimination, breach of confidentiality or privacy)
2. Students are on placement at the invitation of the agency and on a voluntary basis. An agency may decide not to follow due process and terminate a placement immediately.

STEP 1: Student and the Agency or Clinical Supervisor discuss difficulties

If either the student or agency supervisor identifies issues arising from the student's performance, or if the student is experiencing difficulties affecting learning, **a discussion should be held directly between the student and the agency supervisor**. This should happen as soon as possible after the issue has been raised and strategies developed to address concerns and help improve the student's performance. Strategies and expectations should be documented and reviewed in supervision sessions. The course examiner should be advised and kept informed of the situation.

STEP 2: Student, Agency Supervisor, and the Professional Supervisor (Course Examiner)

If Step 1 does not resolve the issue, or if more serious issues arise such as

- The student has breached professional conduct
- The student finds meeting the Practice Standards especially challenging
- The placement is at imminent risk of being terminated
- The student feels they can't raise the issue with their agency supervisor

a meeting should be arranged with the Professional Supervisor (Course Examiner) and/or Placement Officer, student and agency supervisor as soon as possible. This meeting can be called by the student, agency supervisor, Professional Supervisor or Placement Officer.

The Placement Officer and the Professional Supervisor should be advised in writing about the issues including details such as what, when, where and who.

A range of outcomes may be determined as result of the meeting (see 5.1). The outcomes of the meeting should be documented, including strategies to address issues and review dates.

STEP 3: The situation is monitored and reviewed

Depending on the outcome of Step 2 a follow up meeting should be held between the student, Course Examiner and /Placement Officer to monitor the situation. The Program Coordinator and Counselling Discipline Lead may also be included if required. The outcome of any meeting should be documented and further action and/or strategies actioned if required and appropriate. If further issues are identified prior to the review date, a meeting of the parties will be called together as soon as possible. In some circumstances the placement will be terminated.

5.1 Outcomes from the resolution process

The outcome of attempts to resolve issues will vary depending on the nature and seriousness of problems raised and could include:

- i) The student being provided with additional information and guidance about agency or university policies
- ii) Clarification of expectations and changes to the students Learning Plan or supervision arrangements
- iii) Placement breakdown or termination: In this event, the University will discuss with the student their future placement options. A number of complex factors will be considered, including the reasons for the placement breakdown, the prior experience of the student, and the further learning needs of the student.
- iv) Assessing the student's performance during the professional placement, the Board of Examiners will decide whether the student be provided with another opportunity to undertake can alternative professional placement in that year or to recommend a fail grade for the placement. The Board of Examiners includes the Program Coordinator, Course Examiner & Placement Officer.
- v) In the event of a fail grade for the professional placement, the student is required to enrol again in the unit the following year and to undertake another placement.

5.2 Student Initiated Placement Termination

A student may not simply 'quit' from a placement without first discussing the matter with the Agency Supervisor, Placement Officer, and Liaison Officer. This is because the student's reasons for withdrawal need to be discussed to assess subsequent academic action that is appropriate to the circumstances. Failure to comply with this requirement could result in a failure grade.

5.3 Agency Initiated Termination

Agencies may request termination of a student's placement for the following reasons:

1. Changes in their capacity, availability or other operational reasons not associated with the student (e.g. lack of appropriate work experiences, staff changes or sickness/ill health of field educator)
2. An Agency may request and / or a Liaison Officer may withdraw a student from a placement where:
 - i. The student is consistently unable to perform satisfactorily with an appropriate or a reasonable level of supervision
 - ii. The student performs in a manner detrimental to the professional experience of other students
 - iii. The student breaches the legal, ethical or professional codes of the organisation providing the placement
 - iv. The student demonstrates gross negligence in the performance of an assigned duty
 - v. The student behaves in a manner deemed to constitute misconduct or gross misconduct
 - vi. The student fails to disclose information prior to commencing placement that impacts on their ability to meet duty of care requirements to themselves and agency clients or staff.

5.4 Information that must be provided to the university by the agency following a placement termination

- Agency name
- Days completed
- Nature of the practice
- Learning outcomes achieved
- Learning outcomes not attempted
- Learning outcomes attempted and not achieved, and where appropriate the reasons why outcomes were not achieved.

5.6 Reporting an Incident

If you have an injury or an incident while you are on placement, you must report it to your Professional Supervisor (Course Examiner), the health care facility contacts and the UniSQ Placement Team immediately. You will be required to complete an incident report for the facility (obtained from your placement officer) as well as a [UniSQ incident form](#)

This must be done as soon as possible after the incident.

Once the forms are completed and submitted, please notify the health care facility and your Course Examiner respectively. Please make sure you comply with the facility WH&S policy, keep a copy of both reports, and attend to any follow up recommended.

Commented [EA1]: to review for 2024

Section 6: Overseas Placement

Being exposed to a work environment in a different country with a different culture and language highlights to students the importance of cultural awareness and competence, good communication skills and can enhance global citizenship. There are several steps that need to be considered by the interested students before they decide to go overseas for their placements. Students are encouraged to contact the Placement Officer at WIL.PsychologyandWellbeing@UniSQ.edu.au as early as possible (at least six months before you intend to start the placement) to explore overseas agencies that are willing to offer student placement to UNISQ students **and the implications of an overseas placement on PACFA or ACA accreditation.**

Section 7: Policies Relating to Field Placement

7.1 PACFA and ACA

Students must adhere to the PACFA and ACA Code of Ethics while on placement. In accordance with these policies, behaviours that may result in harm to other students, professionals and/or clients and or inappropriate conduct including unsafe, illegal, unprofessional or unethical practice may result in students being withdrawn from field education, receiving a fail grade for the placement topics and no credit for hours worked.

7.2 University Policies

There are several policies to ensure that students get proper support and perform their placements upholding university's reputation. These are as follows:

[Equity in Education Policy and Procedure](#)

[Harassment and Discrimination Complaint Resolution for Students Policy and Procedure](#)

[Student Code of Conduct Policy](#)

[Student General Misconduct Procedure](#)

[Assessment of Compassionate and Compelling Circumstances Procedure](#)

[Students with a Disability Policy and Procedure](#)

Section 8: Forms

Word format of Forms are available in the COU6050 study desk

7.1 Supervision Contract

COUNSELLING SUPERVISION CONTRACT between

&

(Supervisee)

(Supervisor)

1. 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.

2. Context and Content of Supervision:

- The Supervisee will receive a minimum of ten hours of counselling clinical individual supervision.
- Supervision and guidance on implementation and completion of set tasks by appropriate staff member.

3. Method of Evaluation:

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

4. Duties and Responsibilities of Supervisor-Supervisee

a. 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.

b. 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.

5. 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	Supervisee signature
Supervisor name	Supervisor name
Supervisor qualifications and CV (please upload Supervisor CV with the supervision contract.)	Supervisor qualifications/experience please select: <ul style="list-style-type: none"> ○ Minimum of 5-year clinical experience ○ Master level or equivalent in counselling psychology or social work ○ Accreditation in related field ○ Accredited supervisor in related field ○
Date	Date

This contract is in effect from to

Masters Counselling Placement contract: Work, activities and learning plan

APPLICATION TO PARTICIPATE	
To be completed by student	
Student Name:	Student Number:
Name of Faculty: Health, Engineering and Science	Course: COU6050
UNISQ Coordinator: Dr Elisa Agostinelli	
I hereby request permission to undertake work experience with the following organisation as part of the course requirements in respect of Practical Experience.	
Name of Company/Organisation:	
Address:	
Period of Work Experience From:	To:
Nature of Work:	
Signature:	Date:
To be completed by Organisation Representative	
I agree to engage the above student in a work experience programme as part of their course work at UNISQ.	
Representative Name:	
Position within Organisation:	
Telephone:	Email:
Signature:	Date:

Onsite induction, which includes WPHS	Scheduled date:
University Approval	
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	
Comments:	
Signature:	Date:
Position: Postgraduate Counselling Placement Coordinator	
UniSQ agreement completed: Y N	
Safety plan completed: Y N	

Student	Name	
	Student Number	
	Telephone	
	Mobile	
	Email	
Line Supervisor <i>(If different to the organisation representative details provided above)</i>	Name	
	Address	
	Telephone	
	Email	
Clinical Supervisor <i>(If different to line supervisor)</i>	Name	
	Telephone	
	Mobile	
	Email	
	Profession	Counsellor

		Other: specify
	Professional Registration type & number	
	Years of professional experience	
	Supervisor CV	Provided: YES NO
UNISQ Course Examiner Practicum Coordinator	Name	Dr Elisa Agostinelli
	Telephone	07 3812 6391
	Email	Elisa.Agostinelli@UniSQ.edu.au
Work Activity plan		
Indicative practicum duration Requirements: dates, hours per day/week	Date Practicum to Commence: _____ No. Direct Hours/Wk: minimum 40 No. indirect hours Wks.(this include your hours in the placement in which you may engage in case presentation, line supervision, reflective teams, note taking, practice sessions and client observation –COU6050): minimum of 145 No. Professional supervision: minimum 10 Number of Professional Development: minimum 5 Total No. Hrs: minimum 200 Anticipated Date Practicum to Terminate: ____	
	<p>The weekly hours of attendance will usually amount to 15 hours per week, totalling approximately 200 hours for the entire practicum. The student is to record all practicum hours on Form I.</p> <p>Attendance on days different to the above may take place as arranged by the student and the Community line Supervisor. However, the Practicum Coordinator must be informed of any changes to the Practicum Contract and approve of all additional activities prior to the student's participation.</p> <p>SAFETY: <i>Placements sites will offer safety inductions to students as required by the workplace and provide suitable clients for masters level students. Please note that students cannot see clients within the</i></p>	

	<i>client's home unless directly supervised or drive clients to/from placement sites</i>
Work and Activity Plan: identify Work and Activity Plan, or any versions of the document, by date(s) of agreement	This should include: Objectives, strategies, target, measurements and outcomes.

Work and activities plan template

Objectives : Learning goals	Strategies: Activities, tasks and methods for attaining the goal.	Target: Evidence of attainment of goals. (How will I know I have achieved my goal?)	Measurement: Timeframe and requirements of completion	Outcomes (What will the desired outcome be?)

Instruction: Choose a Work and Activities Plan framework from the samples below and delete others. Add as many rows as required. Alternatively create and adapt an appropriate table to suit your particular situation. There is a work plan example in the course material that may give ideas about what to include.

Notes: This task reflects the workplace's requirement to develop work plans based on the agency program's operational plans. Work plans ensure the employee stays on track to meeting program objectives. In addition to this goal, students are expected to be committed to ongoing professional growth, so often individual learning plans ensure that the student has learning goals and plans for how to achieve the desired learning outcomes. Stress management strategies may also be included in this plan as burnout is a risk for all practitioners, particularly beginning counsellors.

University Supervision

The Practicum Coordinator and the student will meet online as per COU6050 schedule to discuss progress and issues arising from the practicum as described in addition to 10 hours of Group Supervision/Case conceptualization. The student will include a record of these meetings using the Log: *Record of Activities*.

Assessment

The final practicum grade will be awarded to the student on the basis of guidelines developed by the University of Southern Queensland. The student will supply evidence of the extent of their participation in the practicum in the forms: *Work activity learning plan* and *Log: record of activities*. This will include other work assigned by the community or Practicum Coordinator. The student is also required to submit a case study, based on their work at the community agency (*Assessment: Case Presentation* COU6050), and Personal and professional reflections they have recorded during placement (*Assessment: Reflections* COU6050). According to the ACA and PACFA's Placement requirements.

The community/clinical supervisor will complete the mid-term and final evaluation supplied for the practicum, discuss it with the student and make it available to the Practicum Coordinator or Postgraduate

Program Director. The Practicum Coordinator, after consultation with the community/clinical supervisor, if necessary, is responsible for determining the student's final grade.

Meetings will take place between the Practicum Coordinator, the community/clinical supervisor, and the student, midway through, and at the end of the practicum if necessary. This will provide an opportunity to give feedback to the student with regards to their performance. The student is responsible for arranging these meetings at a time and date convenient to the supervisor/s and the Practicum Coordinator. If meeting in-person, the venue will usually be the practicum agency.

I, _____, (student's name) agree to abide by the requirements for a student under the Supervised Practice Program, defined by UniSQ in line with the ACA and PCFA Training Standards, and I have read and agree to uphold the Responsibilities underlined in the counselling placement booklet and the above contract.

I, _____, (community supervisor's name) agree to abide by the requirements for supervisors prescribed by UniSQ counselling program in line with the ACA and PCFA Training Standards and I have read and agree to uphold the responsibilities of supervisors outlined in the supervision agreement.

This placement and plan have agreement with the agency, the student, and UniSQ. We accept the conditions of this agreement and acknowledge that complaints concerning the student and/or the agency will be managed in line with UniSQ policy and ACA and PACFA standards.

Placement line Supervisor: _____ Date: _____

Clinical Supervisor: _____ Date: _____

Student: _____ Date: _____

Practicum Coordinator: _____ Date: _____

NOTE: Ensure that the Community/clinical Supervisor, Student and the appropriate Practicum Coordinator have signed this form before uploading into InPlace and in Study desckCOU6050.

Mid Practicum Report on Professional Experience

On-site Operational / Clinical Supervisor's Review of the Professional Experience using a 'Skills and Attributes' Evaluation Form

Student and Organisation Details

Student Name Include Student Number	
Organisation Name Address and other contact detail including phone, fax, email	
Supervisor Name Address and contact details if different from above	
Circle all which applies:	Site supervisor / Clinical supervisor <small>If using a different site supervisor and separate clinical supervisor, please give a copy of this evaluation to both.</small>

COU6050 Masters Counselling Practicum

The mid-practicum review is an opportunity for the student to receive feedback initial formal feedback on their performance so that they are aware specific areas that may need additional attention. It is recommended that the supervisor discuss the results with the student to ensure there is a mutual understanding. If there are serious areas of concern, please contact the course examiner as soon as practicable.

Ideally the best time to do this is within the first 25 hours of client contact time that the intern has taken.

Please use the information below to appraise the student's performance during their professional experience. If you are not able to assess various areas, please leave blank. If the areas in question are not relevant, please mark as N/A.

This information is valuable for better delivery of services to our host organisations and to assist the students in developing their career skills.

There are some criteria for assessment that require specifically gathered evidence.

Clinical observation: Please ensure that the assessment is based on direct observation of the counsellor's interaction with the client in session, such as live, via video or audio recordings. Clinical observation must be done by the placement's clinical supervisor and must have the client's consent.

Other forms of collecting evidence around student performance may include interviewing the student, observation, asking colleagues, and client feedback.

You may choose to fill out this form regularly at each meeting with the student, or you might choose to fill it out at the end of practicum. The recommendation would be to fill it out on an ongoing basis to help the student track their ongoing progress.

Instructions: Rate how the student performed in relation to the following work skills and attributes by ticking the relevant cell in the table.

Needs attention: The intern's performance and/or knowledge in the area being assessed appeared inadequate. *Or* the intern had enough opportunity to demonstrate the knowledge or skills but did not.

Competent: The intern's performance and/or knowledge in the area being assessed appeared appropriate for an intern counsellor.

N/A Not Assessed or Not Applicable: The intern did not have opportunities to evidence their performance or knowledge.

Clinical Skills: Skills and understanding related to client treatment.	Needs attention	Competent	N/A
Effectively develops and maintains rapport with clients (Clinical observation only)			
Maintains non-judgemental, unconditional positive regard with clients (Clinical observation only)			
Able to establish a working alliance with clients (Clinical observation only)			
Able to satisfactorily manage intake procedures with appropriate support (Clinical observation only)			
Able to identify client issue and provide basic intervention such as exploring options and choosing an option. (Clinical observation only)			
Apply knowledge of client's issues, (for example depression, anxiety, domestic violence, relationship issues etc) (Clinical observation only)			
Able to provide adequate and informed rationale for their counselling intervention approaches			
Ensure practice is congruent with the expectations of the line supervisor/agency expectations.			
Sought assistance from supervisor when dealing with clients beyond their skill level			
Aware of referral agencies or how to locate suitable referral agencies			

Clinical Skills: Skills and understanding related to client treatment.	Needs attention	Competent	N/A
Able to identify need for referral and complete referral process satisfactorily			
Identifies and responds effectively with high risk situations (Suicide, self harming, child abuse including neglect and domestic violence or potential harm to a third party).			
Demonstrate cultural sensitivity such as Indigenous or linguistically diverse client			
Demonstrate effective and sensitive closure of client interview			
Able to identify need for supervision and access it through acceptance of constructive criticism, implementing suggestions, self-reflection etc			
Able to write appropriately formatted and worded client notes as per agency guidelines			

Ethical / Legal Awareness: Able to work within an ethical and legal framework	Needs attention	Competent	N/A
Able to identify ethical and legal issues and respond appropriately (e.g. seek supervision)			
Demonstrate critical analysis and problem solving skills when considering ethical dilemmas			
Able to work within their competence and boundaries			
Able to identify and respond appropriately to boundary risks			
Ensure practice is congruent with the ethical standards as outlined in PACFA and ACA's Codes of Conduct.			
Gain written consent from selected clients for recording for supervision purposes			
Ensure recorded material is secure at all times from unauthorised viewing			
Ensure recorded material is destroyed when supervision objective has been met			
Maintain appropriate levels of confidentiality			
Understands specific legislation that applies to the placement context			

Self-awareness / Self-Management: Able to demonstrate self-awareness and stress management to enhance and sustain their work.	Needs attention	Competent	N/A

Able to identify personal factors (strengths, weaknesses, abilities, limitations) that could impact counselling			
Able to identify personal signs of stress			
Demonstrate active use of stress response and prevention strategies.			
Able to take responsibility for their own behaviour and learning			

Communication Skills: Able to effectively communicate, written and verbal, in various workplace contexts.	Needs attention	Competent	N/A
Utilises effective communication skills with all stakeholders and agency staff			
Demonstrates effective conflict resolution/defusion skills			
Demonstrates effective writing skills			
Able to learn and use appropriate oral skills, microskills and technology associated with role requirements			

Workplace and professional skills: Other skills and qualities that contribute to the workplace.	Needs attention	Competent	N/A
Fosters positive working relationships with colleagues			
Follows instructions			
Adheres to policies and procedures			
Understands program outcomes			
Acts in a manner consistent with role			
Seek out information in a professional manner (e.g. ask appropriate person, research appropriate texts)			
Seek out information to ensure awareness of latest, evidence informed practices and knowledge that is related to agency's core business			
Maintain records, appointments, bookings, in an organised and orderly manner and according to agency standards			
Exercises professional attitudes at all times in the workplace			
Demonstrate awareness of current dilemmas of the industry/workplace			
Demonstrated openness to learning			
Demonstrates problem solving ability			
Demonstrates resourcefulness			
Able to work autonomously			
Able to work as part of a team			
Can identify and communicate issues of concern in a role-appropriate manner			

Workplace and professional skills: Other skills and qualities that contribute to the workplace.	Needs attention	Competent	N/A
Demonstrates initiative to maintain productiveness through maintaining commitment to work plan or requesting guidance from supervisor.			

Comments:	1. Where are the student's strengths?
	2. Where does the student need to focus attention and efforts to develop further?
	3. What other skills or attributes did you observe that are not accounted for in the above criteria?

Mid Practicum Overall Rating of Intern's Performance:

This rating is to be based on how you would rate the student's overall level of performance. Tick that which applies.

Level 1

Outstanding performance

Level 2

Satisfactory Performance

Level 3

Less than Satisfactory
Performance

(Please attach details to assist the Course
Examiner to determine the most
appropriate course of action)

On-site Operational / Clinical Supervisor	Name:	
	Signature:	
Date:		

7.3 Final Placement report

Final supervisor report on professional experience

On-site Operational / Clinical Supervisor's Review of the Professional Experience using a 'Skills and Attributes' Evaluation Form

Student and Organisation Details

Student Name Include Student Number	
Organisation Name Address and other contact detail including phone, fax, email	
Supervisor Name Address and contact details if different from above	
Circle all which applies:	Site supervisor / Clinical supervisor If using a different site supervisor and separate clinical supervisor, please give a copy of this evaluation to both.

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As participants in providing feedback about the student’s performance, it is expected that on-site supervisor(s) nominated by the host organisations and/or clinical supervisor will provide feedback on the professional practicum. The final grade (pass / fail) will be moderated by the UniSQ Course Examiner.

Please use the information below to appraise the student’s performance during their professional experience. If you are not able to assess various areas, please leave blank. If the areas in question are not relevant, please mark as N/A.

This information is valuable for better delivery of services to our host organisations and to assist the BHUS students in developing their career skills.

There are some criteria for assessment that require specifically gathered evidence.

Clinical observation: Please ensure that the assessment is based on direct observation of the counsellor’s interaction with the client in session, such as live, via video or audio recordings. Clinical observation must be done by the placement’s clinical supervisor and must have the client’s consent.

Other forms of collecting evidence around student performance may include interviewing the student, observation, asking colleagues, and client feedback.

You may choose to fill out this form regularly at each meeting with the student, or you might choose to fill it out at the end of practicum. The recommendation would be to fill it out on an ongoing basis to help the student track their ongoing progress.

Instructions: Rate how the student performed in relation to the following work skills and attributes by ticking the relevant cell in the table.

Needs attention: The intern’s performance and/or knowledge in the area being assessed appeared inadequate. *Or* the intern had enough opportunity to demonstrate the knowledge or skills but did not.

Competent: The intern’s performance and/or knowledge in the area being assessed appeared appropriate for an intern counsellor.

N/A Not Assessed or Not Applicable: The intern did not have opportunities to evidence their performance or knowledge.

Clinical Skills: Skills and understanding related to client treatment.	Needs attention	Competent	N/A
Effectively develops and maintains rapport with clients (Clinical observation only)			
Maintains non-judgemental, unconditional positive regard with clients (Clinical observation only)			
Able to establish a working alliance with clients (Clinical observation only)			
Able to satisfactorily manage intake procedures with appropriate support (Clinical observation only)			
Able to identify client issue and provide basic intervention such as exploring options and choosing an option. (Clinical observation only)			
Apply knowledge of client’s issues, (for example depression, anxiety, domestic violence, relationship issues etc.) (Clinical observation only)			



Clinical Skills: Skills and understanding related to client treatment.	Needs attention	Competent	N/A
Able to provide adequate and informed rationale for their counselling intervention approaches			
Ensure practice is congruent with the expectations of the line supervisor/agency expectations and ethically correct.			
Sought assistance from supervisor when dealing with clients beyond their skill level			
Aware of referral agencies or how to locate suitable referral agencies			
Able to identify need for referral and complete referral process satisfactorily			
Identifies and responds effectively with high risk situations (Suicide, self-harming, child abuse including neglect and domestic violence or potential harm to a third party).			
Demonstrate cultural sensitivity such as Indigenous or linguistically diverse client			
Demonstrate effective and sensitive closure of client interview			
Able to identify need for supervision and access it through acceptance of constructive criticism, implementing suggestions, self-reflection etc.			
Able to write appropriately formatted and worded client notes as per agency guidelines			
Ethical / Legal Awareness: Able to work within an ethical and legal framework	Needs attention	Competent	N/A
Able to identify ethical and legal issues and respond appropriately (e.g. seek supervision)			
Demonstrate critical analysis and problem-solving skills when considering ethical dilemmas			
Able to work within their competence and boundaries			
Able to identify and respond appropriately to boundary risks			
Ensure practice is congruent with the expectations of the line supervisor/agency expectations and is ethically correct.			
Gain written consent from selected clients for recording for supervision purposes			
Ensure recorded material is secure at all times from unauthorised viewing			
Ensure recorded material is destroyed when supervision objective has been met			
Maintain appropriate levels of confidentiality			
Understands specific legislation that applies to the placement context			

Self-awareness / Self-Management: Able to demonstrate self-awareness and stress management to enhance and sustain their work.	Needs attention	Competent	N/A
Able to identify personal factors (strengths, weaknesses, abilities, limitations) that could impact counselling			
Able to identify personal signs of stress			
Demonstrate active use of stress response and prevention strategies.			
Able to take responsibility for their own behaviour and learning			

Communication Skills: Able to effectively communicate, written and verbal, in various workplace contexts.	Needs attention	Competent	N/A
Utilises effective communication skills with all stakeholders and agency staff			
Demonstrates effective conflict resolution/defusion skills			
Demonstrates effective writing skills			
Able to learn and use appropriate oral skills, microskills and technology associated with role requirements			

Workplace and professional skills: Other skills and qualities that contribute to the workplace.	Needs attention	Competent	N/A
Fosters positive working relationships with colleagues			
Follows instructions			
Adheres to policies and procedures			
Understands program outcomes			
Acts in a manner consistent with role			
Seek out information in a professional manner (e.g. ask appropriate person, research appropriate texts)			
Seek out information to ensure awareness of latest, evidence informed practices and knowledge that is related to agency's core business			
Maintain records, appointments, bookings, in an organised and orderly manner and according to agency standards			
Exercises professional attitudes at all times in the workplace			
Demonstrate awareness of current dilemmas of the industry/workplace			
Demonstrated openness to learning			
Demonstrates problem solving ability			
Demonstrates resourcefulness			
Able to work autonomously			
Able to work as part of a team			
Can identify and communicate issues of concern in a role-appropriate manner			

Workplace and professional skills: Other skills and qualities that contribute to the workplace.	Needs attention	Competent	N/A
Demonstrates initiative to maintain productiveness through maintaining commitment to work plan or requesting guidance from supervisor.			

Comments:	1. Where are the student's strengths?
	2. Where does the student need to focus attention and efforts to develop further?
	3. What other skills or attributes did you observe that are not accounted for in the above criteria?

Final Overall Rating of Intern's Performance:

This rating is to be based on how you would rate the student's overall level of performance. Tick that which applies.

Level 1	<input type="checkbox"/>	Outstanding performance
Level 2	<input type="checkbox"/>	Satisfactory Performance
Level 3	<input type="checkbox"/>	Less than Satisfactory Performance (Please attach details to assist the Course Examiner to determine the most appropriate course of action)

On-site Operational / Clinical Supervisor	Name:	
	Signature:	
Date:		

7.5 Log

COU6050 Masters Counselling Practicum WEEKLY LOG SHEET				
Student Name:		Student Number:		
Week ending:		Hours logged in placement activities		
	Other Hours	Professional Development	Direct Client Contact Hours	Supervision Hours
1. Agency meetings				
2. Direct Client Contact (i.e., direct facilitation or co-facilitation of therapeutic activities)				
3. Client-related follow up tasks (i.e., session notes, session preparation)				
4. Clinical Supervision				
5. Liaising with other professionals				
6. Professional development				
7. Other (please specify):				
8. Total hours this week (total each column only)				
9. Total Placement hours brought forward from previous week				
10. Total Placement hours (add the rows 8 and 9 only)				
Signatures: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"></div> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;">Student Supervisor</div> <div style="width: 45%; text-align: center;">Line</div> </div>				

COU6050 Masters Counselling Practicum SUPERVISION HOURS (minimum total of 10 hours)	
Student Name:	Student Number:

Date	Form (Individual/Group)	Duration (e.g., 1hr)	Supervision Session Notes
e.g., 05/07/2021	Individual	1:00	My supervisor and I discussed the clients allocated to me. We spent the majority of the session discussing the intake assessment. My supervisor recommended various templates to use as a guide for my first session next week

Signatures

Student

Counselling Supervisor

COU6050 Masters Counselling Practicum PROFESSIONAL DEVELOPMENT HOURS (minimum total of 5 hours)			
Student Name:		Student Number:	
Date	Hours of training	Training Title/Topic and details	Certificate of Attendance (Yes/No)
e.g., 05/07/21	1:00	Trauma-informed Care by Phoenix Australia Self-paced online learning module	Yes

Signatures:

Student

Counselling Supervisor



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