

# STUDENT PLACEMENT EXPERIENCE LOG

Use this form to record the types of experiences that you undertake whilst on placement.

Keep a detailed log whilst on placement for yours and your supervisor's reference.

If you require more space to record your experiences you may attach sheets or keep your own records in a format suitable to your need.

**\*Counselling students please note:**

**Direct client contact is face-to-face or person-to-person counselling or psychotherapy work.** This can include up to 10 hours of telephone counselling and 10 hours of counselling work with young people (under 18 years of age). Counselling or psychotherapeutic group work, psychoeducational groups and co-therapy or co facilitation of a therapy group will be counted as client contact hours as long as the student takes a lead role and is not observing the group or participating as a client in the group. Case management, counselling research and informal work with individuals, children and families would not be considered client contact.

**A qualified Clinical Supervisor must:** Be currently working at a management or supervisor level as a practitioner, have at least 3 years post training experience in counselling or psychotherapy, hold a 2 year minimum higher education qualification in counselling, psychotherapy, or a relevant degree i.e. psychology, social work (or other as approved by Placement Department).

**A Daily Supervisor** must be in a management or supervisory role and have at least 3 years experience in the industry.

## 1 – STUDENT DETAILS

ACAP student ID number [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Student Name	Joe Blog
Supervisor Name	Marianne Keating
Organisation	Counsellors Unite
Course	Graduate Diploma of Counselling 12

## 3 – DAILY SUPERVISOR / STUDENT DECLARATION

**Please note: This form must be signed once the experience log has been verified.**

This experience log represents a true and accurate record of this student's activities whilst on placement.

Supervisor Signature

X SIGN HERE

Date

DD/MM/YYYY

Student Signature

X SIGN HERE

Date

DD/MM/YYYY

Date Received

Office Use Only Office Use Only  
Office Use Only Office Use Only

HOURS			
Direct Client Contact Hours*	Clinical Supervision Hours*	Other Hours	Total
14 hours	2 hours 30 mins	81 hours	91 hours 30 mins

Submit this completed experience log, and any additional pages used to record activities, to the Student Placement Department for Processing at the end of placement. Copies should be made for Students' own records

## 2 – STUDENT EXPERIENCE

Examples of types of experience may included (but are not limited to): direct client contact (see definition above), observation of group work with clients, observation of client contact, clinical supervision session, writing case notes, preparing for meetings.

Date	Type of experience and details	Direct Client Contact Hours *	Clinical Supervision Hours *	Other Hours
5 Aug 10	Attend induction			1 hour
	Read procedures manual, policies and protocol			1 hrs
	Read case file notes			3 hrs
	Managing appointment			3 hrs
6 Aug 10	Answering calls and taking appointments			4 hr
	Preparation for Group Therapy – Drug and Alcohol			1 hr
	Observe in group therapy – Drug and Alcohol			4 hrs
	Debriefing with supervisor			30 mins
7 Aug 10	Research – Grief and loss counselling			2 hours
	Training to take case notes			1 hour
	Observation of counselling session with J.K			1 hour
	Debriefing with supervisor			30 min
8 Aug 10	Co-counsel E.M (1 client) with supervisor – Death in Family	1 hour		
	Write up case notes			30 min

Date	Type of experience and details	Direct Client Contact Hours *	Clinical Supervision Hours *	Other Hours
	Debrief with supervisor re counselling session with E.M			15 min
	Team meeting			1 hour
	Answering calls and taking appointments			4 hours
9 Aug 10	1 <sup>st</sup> one-on-one counselling session with client D.W – Financial issue	1 hour		
	Case notes			30 min
	Participate in development , analysis, evaluation and planning of services			3 hours
	Debrief with supervisor re counselling session with D.W (Financial issue)			15 min
	Various Administration duties			4 hours
10 Aug 10	1 <sup>st</sup> one on one counselling session with client K.L – Grief	1 hour		
	Case notes			30 min
	Prepare for group therapy session – Drug and Alcohol			30 min
	Co-facilitate with supervisor group therapy - 6 clients – Drug and Alcohol	2 hours		
	Write up case notes			30 min
	Debrief with supervisor in relation to group therapy			30 min
	Various Administration duties			3 hours
11 Aug 10	Research trauma counselling			2 hours
	1 <sup>st</sup> one on one counselling session with client T.J – Child abuse	1 hour		
	Write up case notes			30 min
	Debrief with supervisor in relation counselling session with client T.J			15 min
	Prepare case for presentation during Clinical Supervision			30 min
	Attend clinical supervision – present K.L & D.W		1 hour	
	K.L had a quick chat – informal counselling			15 mins

Date	Type of experience and details	Direct Client Contact Hours *	Clinical Supervision Hours *	Other Hours
	Various Administration duties			3 hours
14 Aug 10	1 <sup>st</sup> one on one counselling session with client S.G – Phobia	1 hour		
	Write up case notes			1 hour
	Prepare for group therapy session			30 mins
	Observe in group therapy - Domestic Violence			2 hours
	Debrief			30 mins
	Team meeting			1 hour
	Visit family with supervisor for assessment			2 hours
15 Aug 10	Answering phones			1 hour
	2 <sup>nd</sup> one on one counselling session with client K.L – Grief	1 hour		
	Write up case note			30 mins
	Co-training in assessment and screening			3 hours
	Case Management: Homeless, Dental care, Centacare etc. For B.L			1 hour
	Research Grief related cases			2 hours
	Debrief with colleague			15 mins
	Write up case notes			30 mins
	Case Conference with Supervisor re B.L			2 hours
16 Aug 10	Various Administration task – Filing, photocopying and answering phones			2 hours
	Assessment of G.T			1 hour
	Screening			2 hours

Date	Type of experience and details	Direct Client Contact Hours *	Clinical Supervision Hours *	Other Hours
	Prepare for group therapy session			30 mins
	Co-facilitate with supervisor group therapy - 6 clients – Domestic Violence	2 hours		
	Debrief			30 mins
	Emergency Team meeting - re intervention for B.W			1 hour
	Answering phone calls			1 hour
	Clinical Supervision – presented S.G & K.L		1 hour 30 mins	
17 Aug 10	Case management: Homeless			1 hour
	Assessment and Screening			1 hour
	Home visit with supervisor			1 hour
	3 <sup>rd</sup> counselling session with K.L – Weight lost, eating disorder	1 hour		
	Case note			30 min
	Administration duties			2 hours
	Prepare for group session			30 min
18 Aug 10	Co-facilitate with supervisor group therapy - 6 clients – Work Stress	2 hour		
	Debrief			30 min
	Team meeting			1 hour
	2nd one on one counselling session with client T.J– Child abuse	1 hour		
	<i>Finished Placement</i>			
	<b>Total hours: 97 hours 30 mins</b>	<b>14 hours</b>	<b>2 hours 30 mins</b>	<b>81 hours</b>
	<i>To continue please press tab until table appears</i>			