



BASSIX Counselling Placement and Supervision 1 and 2 (CPS1&2)

Placement Paperwork

to be submitted to Student Placement Department

Form	Notes	When to submit
<p>Confirmation of Placement and Insurance form</p> <p>OR</p> <p>Application to use current Workplace or Volunteering for Placement</p>	<p>Completed by students attending placement weekly in an approved ACAP placement organisation</p> <p>Completed by students currently working, volunteering or in private practice as a counsellor in the industry)</p>	Before enrolling
Learning contract	To be developed in clinical supervision and consultation with your daily supervisor	Before your 2nd clinical supervision session
Experience Log	<ul style="list-style-type: none"> Completed throughout placement 	At the completion of CPS2
Mid Placement Review (MPR)	<ul style="list-style-type: none"> Within first 20 hours of placement, schedule a time for your daily supervisor and your clinical supervisor and yourself to meet and conduct the MPR. Your clinical supervisor will complete this form during the review and submit it to Student Placement. Give a copy to your daily supervisor so they can prepare for the questions they will be asked 	MPR to be conducted face to face (where practical towards the end of CPS1.
Clinical Supervision Statement	Signed by your clinical supervisor stating the hours that you attended clinical supervision	At the completion of CPS2
Supervisor Report	Completed by your daily supervisor	At the completion of CPS2
Confidential Placement Evaluation	Completed by students who registered a placement	At the completion of CPS2
Optional: Organisation Clinical Supervision Log	Completed only by those students who also received clinical supervision at their placement organisation and would like to keep a record of these hours for their professional association	At the completion of CPS2