

Masters of Guidance and Counselling

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Practicum in Guidance and Counselling

Master of Guidance and Counselling

Student Practicum Workbook

The information in this Workbook is designed to be of assistance to Practicum students, their supervisors and their host organisations within which the Practicum will be conducted. It includes Documents 17—which are to be submitted as assessment items.

Student Name: _____

Subject Title	Practicum in Guidance and Counselling
Subject Code	ED5310
Credit Points	3
Study Period	SP1, 2024
Attendance Mode	External
Campus	Townsville Bebegu Yumba
Prerequisite/s	Successful completion of ED5862 ED5863 AND ED5864
Subject Coordinator/ College	Dr. Margaret Anne Carter Academy Division College of Arts, Society & Education

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- Australian Counselling Association extract 'What is supervision?'
- Development Questionnaire

I understand that this contract can be revisited at any time, upon request by the Supervisor/Guidance Officer, Preservice Practitioner or Subject Coordinator. I also understand that as supervisor/ Guidance Officer, if I am concerned about the preservice practitioner's performance, I can submit an At Risk Notification form or request a Review of Student Suitability to continue.

We agree, to the best of our ability to uphold the guidelines specified in the Placement Contract and to manage the supervisory relationship process in a professional and ethical manner.

#I have received an electronic copy of the ED5310 Subject Outline

Examples for completing a Placement Contract

1. Purpose, Goals and Objectives of Supervision

- x Monitor and promote welfare of clients seen by Supervisee;
- x Promote development of Supervisee's professional identity and competence;
- x Fulfil ACA membership requirement.

2. Context and Content of Supervision:

- x Individual supervision at Supervisor's office/email/phone on a basis for one hour;
- x A variety of methods will be used within an eclectic framework.

3. Method of Evaluation:

- x Feedback will be provided each session.
- x Records will be limited to session details and major issues relevant to the supervision of the case. A formal evaluation will be conducted every six months. Supervision notes may be shared with Supervisee at Supervisor's discretion and upon request of Supervisee. An unedited video of a one counselling session will be reviewed quarterly if supervision is conducted by phone or email. Written permission of the client will be required at these times.

4. Duties and Responsibilities of Supervisor-Supervisee

Supervisor:

- Encourage ongoing professional education.
- Challenge Supervisee to validate approach and technique used.
- Monitor basic micro-skills and advanced skills including transference and countertransferences. 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.

Supervisee:

- Uphold ethical guidelines and professional standards X
- Discuss client cases with the aid of written case notes and video/audio tapes.
- Validate diagnoses 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.

5. Procedural Considerations

- a. Supervisee's written notes, action plans and videos may be reviewed in sessions.
- b. Issues related to the Supervisee's professional development will be discussed.

Placement Logbook [Doc2.1]

Student Name

Student ID

Associated Hours (minimum 80 hours)

Date

		TOTAL HOUR
		Supervisors Signature

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TOTAL HOUR

Supervisors Signature

Placement Logbook [Doc2.3]

Student Name

Student ID

Supervision Hours (minimum 8 hours)

Date	Type of Activity	Hours

Placement Logbook Doc

•Additional pages

Student Name

Student ID

Supervision Hours (minimum 8 hours)

Date	Type of Activity	Hours
TOTAL HOUR		
Supervisors Signature		

Optional (completion of the remainder of this report is optional)

COMMUNICATION AND ORGANISATION SKILLS	
General record keeping	
Ability to organise material	
Ability to communicate ideas and opinions in writing	
Ability to write in a professional manner	
Ability to target reports to the appropriate audience	
Oral communication skills e.g., case presentation	
Performance at meetings and conferences	

Review of Student's Suitability to Continue in a Course Involving Placement

[Refer to this link for JCU's current policy 425 133d\[6 q4hpe16C00.776 /n](#)

Professional supervision is not:

- x Someone watching over your shoulder whilst you practise.
- x A discussion between two practitioners;
- x Being supervised whilst on a field placement or completing a course;
- x Discussing personal matters with a counsellor.

Supervision is:

- ✓ A formal arrangement for counsellors to discuss their work regularly with someone who is experienced in counselling and supervision. The task is to work together to ensure and develop the efficiency of the counsellor/client relationship.
- ✓ Professional supervision is a process to maintain adequate standards of counselling and a method of consultancy to widen the horizons of an experienced practitioner.
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How often do you need to have Professional Supervision?

Please look to Professional Counselling Association Websites for details of contemporary best practice. The MGC refers as it does to ACA Guidelines in Australia and to SAC Guidelines in Singapore.

What are the ACA Supervisor Criteria?

The ACA has two criteria to be able to offer supervision to an ACA member. A Supervisor must meet one of the following criteria: 1. Registered with the ACA College of Supervisors; or 2. Be eligible for membership to ACA at a minimum of level 2 membership and the following: a. Have a minimum of 3 years post qualification counselling experience; plus b. Have completed a minimum of 50 hours of post qualification Supervision plus c. Have completed a Supervisor training course that meets ACA stand4(he)Tj-0.875 T

What are the Supervisor's Responsibilities?

Legally, if a counsellor is sued and has been receiving professional supervision, the counsellor could consider acting against their supervisor. The precedent for this has been set. For those who see supervision as an easy way to

Development Questionnaire [Doc. 4]

Please note four tasks must be submitted.

Task 1 –



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31	Eligible	Yes		
32	Eligible	Yes		
33	Eligible	Yes		
34	Eligible	Yes		
35	Eligible	Yes	Yes	Yes
36	Eligible	Yes		
37	Eligible	Yes		
38	Eligible	Yes		
39	Eligible	Yes	Yes	Yes
40	Eligible	Yes	Yes	Yes
41	Eligible	Yes	Yes	Yes
42	Eligible	Yes	Yes	Yes

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Placement Self Development Reflection [Doc.7]

Both SAC and ACA consider an indication of good 'reflective' practice that practitioners maintain an ongoing 'personal record' or reflective journal that monitors their self-development" throughout their study in the Master of Guidance and Counselling (see ACA Accreditation of Counsellor Higher Education Programs 2013 p. 10).

Please (briefly) list the subjects you have studied in your course so far, then most importantly, reflect on then describe what you have learnt from each subject?

Detail how/to what extent this learning has been helpful as preparation for your Practicum (250 words per subject as a guide) and provide a reflective 'taking stock' summary of your Practicum experience and where it has left you now in terms of your pre-service Counsellor development.

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