



Trainee Counsellor Placement Agreement

I) **Purpose of the Agreement**

The purpose of this agreement is to make clear the context, arrangements and responsibilities of the Counsellor-in-training, _____, the Supervisor (Janice Frisby, Director of Therapeutic Processes and Adult Learning) and S.H.E. UK.

II) **Expected Duration of the Placement and Expected Continued Commitment**

The Trainee Counsellor's tentative schedule will be ____ hours per week, counselling ____ S.H.E. UK members through evaluative need, client-responsive therapy. This agreement will be in effect from _____ for a period of 12 months.

In the event that the training placement is concluded prematurely, the Supervisor will facilitate communication amongst all parties. The reason(s) for termination will be discussed and if appropriate, an alternative course of action for the Trainee Counsellor will be recommended.

Following the end of the placement, the Trainee Counsellor will be expected to commit a minimum of 1 year's voluntary service to S.H.E. UK.

III) **Policies and Procedures**

All written policies and procedures governing the conduct of the Trainee Counsellor shall be made available to all parties and considered a part of this agreement. These documents include, but are not limited to: (a) Placement Responsibilities; (b) Placement Contract; (c) Data Protection Policy; (d) Confidentiality Policy; (e) Personnel Policies applicable to the Trainee Counsellor; (f) BACP Ethical Framework; (g) procedures and forms relating to counselling, evaluation, referrals and record keeping.

IV) **Liability Claims**

S.H.E. UK requires the Trainee Counsellor to have professional liability insurance – guidance for insurers, scope and amount of liability insurance will be provided for by the Supervisor. Neither S.H.E. UK or the Supervisor are responsible for the Trainee Counsellor's choice and we do not recommend any company with bias.

In the event there are legal proceedings against the Trainee Counsellor, the Supervisor and S.H.E. UK agrees to provide access and authority to investigate the claims directly on-site and to obtain such information as may be required in the defence of claims related to the Trainee Counsellor, the Supervisor or S.H.E. UK.

V) **Trainee Counsellor records**

The records of the Trainee Counsellor are protected by the Data Protection Act 1988 and S.H.E. UK's Confidentiality Policy. However, by signing the Placement Contract, the Trainee Counsellor agrees to the sharing of information about their performance between the Supervisor, S.H.E. UK and the training organisation.

VI) **Training vs. Employment**

This placement is designed to meet the Trainee Counsellor's requirement to fulfil practice hours and to provide therapeutic support for the members of S.H.E. UK. The relationship between the Trainee Counsellor and S.H.E. UK is not considered an employer/employee relationship within the meaning of the Employment Rights Act 1996 and therefore the time the Trainee Counsellor engages in activities within the placement is not subject to the provisions of this act.

VII) **Responsibilities of Trainee Counsellor, the Supervisor and S.H.E. UK**

Please see separate document 'Placement Responsibilities.'