



Trainee Counsellor Programme: Responsibilities

I) Responsibilities of the Trainee Counsellor

- a) To make her/himself available weekly as agreed with the Supervisor.
- b) To be reliable in attendance and punctuality.
- c) To behave in an ethical and professional manner in all dealings with clients, with the Supervisor and with S.H.E. UK.
- d) To undertake 1.5 hours clinical supervision with the Supervisor per 4 weeks (at the heavily subsidised cost of £15 per session).
- e) To adhere to the Ethical Framework of the British Association for Counselling and Psychotherapy (BACP).
- f) To become a member of the BACP (at the Trainee Counsellor's own cost).
- g) To carry Professional Indemnity Insurance.
- h) To respond constructively to concerns reported by clients, the Supervisor or S.H.E. UK.

II) Responsibilities of the Supervisor

- a) To maintain the ethical and professional standards of practice, in accordance with the BACP Ethical Framework for Good Practice.
- b) To monitor the emotional fitness of the Trainee Counsellor and if appropriate, encourage to seek additional counselling or other support.
- c) To assess all potential clients for the Trainee Counsellor and to assign clients relative to the Trainee Counsellor's experience.
- d) To provide a manageable number of clients, with a maximum number of 5.
- e) To monitor and facilitate the effectiveness of the Trainee Counsellor's practices and management, whilst valuing differing theoretical approaches.
- f) To encourage the Trainee Counsellor's professional development and creativity, whilst respecting times of vulnerability and offering personal support, but not therapy.
- g) To advise the Trainee Counsellor of the process involved in seeking agreement/disguising session material of the content is to be used for writing essays/dissertations.
- h) To monitor the effectiveness of the Supervisor's own practice through consultation with an external clinical supervisor.
- i) To give as much notice as possible when unavailable.
- j) To submit a monthly report to S.H.E. UK on the progress and development of the Trainee Counsellor.
- k) If issues of concern are identified about the Trainee Counsellor's work methods or wellbeing, the Supervisor will raise these issues with the Trainee Counsellor. If these are not resolved, the Supervisor will discuss with relevant personnel within S.H.E. UK. The Trainee Counsellor will be

kept informed of the progress of these issues and any actions required following consultation. This does not preclude the Supervisor from contacting other professional bodies (such as BACP) for professional advice. Where possible, the Trainee Counsellor will be kept informed.

III) Responsibilities of S.H.E. UK

- a) To provide a fully qualified Supervisor to oversee each placement and Trainee Counsellor.
- b) To provide a clear contract agreement between the Trainee Counsellor, S.H.E. UK and the Training Organisation.
- c) To provide clear guidelines for performance measurement, appraisal process and written reports.
- d) To provide supervision of the Trainee Counsellor at a ratio recommended by BACP.

IV) Responsibilities of the Training Organisation

- a) To provide an individual reference encompassing level of competence – theory and clinical practice; self-awareness, behaviour and attitude, and evidence of having undertaken personal therapy.
- b) Be willing to share information or concerns about the Trainee Counsellor with S.H.E. UK to ensure the safety and wellbeing of the Trainee Counsellor and the clients of S.H.E. UK.
- c) To allocate a staff member as point of contact to liaise with S.H.E. UK for all matters relating to the placement and the Trainee Counsellor.

- l) To submit a comprehensive report of the Trainee Counsellor's placement to their training organisation at the end of the placement.

V) **Responsibilities of S.H.E. UK**

- a) To provide the Trainee Counsellor with clients that are appropriate to their level of competence.
- b) To provide the Trainee Counsellor with a setting that is safe, fit for purpose, free from disturbance and conducive to therapeutic counselling.
- c) To provide the Trainee Counsellor with an induction into S.H.E. UK that meets health and safety requirements and is also sufficient to enable the Trainee Counsellor to function effectively in their role.
- d) To ensure that the Trainee Counsellor has a designated member of staff to be supportive, to liaise with the Trainee Counsellor regarding S.H.E. UK procedures and to oversee the Trainee Counsellor's caseload.
- e) To voice any concerns about the Trainee Counsellor to their Supervisor and to take further action if concerns persist.
- f) To arrange a three way meeting with the Trainee Counsellor, the Supervisor and the Chief Executive when appropriate and beneficial.