COLLABORATIVE AGREEMENT

The aim of this agreement is to assist students in developing their counselling skills and professional practices within, Counselling, Psychotherapy, Mental Health and related services. All parties to this agreement subscribe to the COSCA, UKCP or BACP Ethical Framework for Good Practice in Counselling and Psychotherapy. Any changes to this will be made only after full consultation with all the signatories below.

The Counselling Service Practice Placement Provider/hosting agency agrees to:

- Provide learning opportunities and a safe environment for students to develop their counselling practice
- Be responsible for the initial assessment and referral of clients appropriate to the student’s level of competence; liaise with the programme director and/or Independent Supervisor with the student’s consent to ensure that the student is engaged in counselling practice that is appropriate and relevant to the professional development needs of the student; ensure that, if the student occupies more than one role in the organisation, appropriate professional boundaries are adhered to; ensure that the student is involved in regular support, team and evaluation meetings with other professional colleagues, including debriefings.
- Discuss progress with the student and provide practice placement supervision brief reports (25hr, 75hr, 150 hrs)
- Review the counselling placement regularly to ensure that the needs of the students and those of the Service are being met.
- Deal with any complaints promptly using established procedures.
- Review Insurers professional liability insurance for the student: the student should be covered under the terms of the practice placement Insurers professional liability insurance; if this is not available the student must be informed in order for them to arrange their own cover.
- Inform the programme director of any unresolved reservations, extenuating circumstances or concerns about the student’s competence to work with clients.

The Student agrees to:

- The student shall remain a fully enrolled student of the University for the duration of the placement programme and shall abide by all of the rules and regulations of the University.
- Work on a voluntary basis, on the understanding that he/she will not receive any payment or expenses or start a private practice whilst completing the Postgraduate Diploma in Person centred Counselling.
- Undergo a PVG check, in compliance with the guidelines published by the Practice Partnership Unit.
- Be responsible to the designated person at the service practice placement provider in counselling practice for the clinical work, and beyond that, to the Manager of the Counselling Service.
- Maintain professional confidentiality. All information about clients remains confidential to the counselling service. Information about clients may be used in course work, in consultation with the supervisor/head of service, provided the material has all the identifiable client information removed so that it is not possible to identify any client and the client’s permission has been obtained via the agency and/or university consent form.
- Attend regular supervision (1 hour fortnightly) to discuss and monitor their counselling work in order to ensure that the needs of the clients are being addressed, and to monitor the effectiveness of the therapeutic interventions and enhance creativity and personal development.
- Be present and available to work at the Counselling service practice placement provider on allocated placement days.
- Be part of the agency by attending meetings, where appropriate and where feasible.
- Give periodic feedback to the Manager of the Counselling Service or designated member of staff, on the experience of, and progress in, the placement.
- In the case of absence, lateness, or any other difficulties, inform the in-house supervisor and the practice placement partnership unit.
- Always notify the supervisor immediately and the Manager of the Counselling Service, if it is thought that a client may be at serious risk to himself/herself or others.
- If necessary arrange own professional indemnity insurance, if they are not covered under the placement agency’s insurance policy while on placement.
- Discuss any grievance with the supervisor, in the first instance, and then, if necessary, consult with the Manager of the Counselling Service and the Programme Director.
The Independent Supervisor agrees to:

- Met the minimum requirements: a) Professional Body Accreditation or working towards, b) completed or working towards a supervision qualification.
- Negotiate a written contract with the supervisee identifying the fee; location of supervision; duration of supervision session; alternative arrangements to cover sudden absence, holidays and periods of sickness; clarity on when supervisor would feel able to inform the university of any significant and unresolved reservations or concerns about student’s practice and conduct on placement.
- Provide regular supervision for the student to support, advice and work collaboratively on his/her caseload (as previously described above). Sessions are fortnightly for one hour. Discuss new clients allocated to the, ensuring that he/she feels happy and are ready to work with them.
- Provide regular feedback on progress including the written report at the end of each academic year (1 and 2) reports.
- Keep the Programme Director and/or the agency informed on the progress of the student and of relevant issues which may have an impact on the service.
- Inform the programme director and/or agency supervisor or manager of any significant and unresolved reservations, extenuating circumstances or concerns about the student’s competence to work with clients.
- Supervisors are invited to attend the annual meeting between all counselling agencies, supervisors and the programme tutors. This meeting is designed to discuss common themes and issues arising in the management of practice placements meeting on the first Friday of September each year (1st Sept 2017/7th Sept 2018/6th Sept 2019)

MSc/PG Counselling Core Tutor agrees to:

- Offer on-going communication with the relevant partners as required and support for the student.
- Confidentiality/anonymity for students’ written and oral work on practice.
- Inform supervisors and organisations/agencies of any changes to the placement requirements;
- Provide the supervisor with the necessary documentation to be completed in relation to supervision training, supervision hours and the final report.
- Provide training in the use of therapeutic outcome measurement tools (e.g. CORE, PH9, HAT etc.) and acknowledge some practice placements have their own methods of evaluation and outcomes.

Issues on placement

- All parties shall agree to process any and all information obtained and created in connection with agreement in accordance with the provisions of the Data Protection Act 1998
- Where a serious difficulty arises between the student and the placement agency, then the procedure will be that the student and/or placement manager raise the issue with each other and attempt to resolve it. However, if the outcome is unsatisfactory, the student may consider consulting their independent supervisor and if necessary, involve the Programme Director who will take appropriate steps.
- Terminating or changing a practice placement or supervisor will require written communication with the Programme Director by the student; stating the reasons for the request. The designated person at the practice placement provider will be asked to supply a brief report relating to the counselling work completed to date. Since placements are required by the programme, an alternative practice placement will be sought in dialogue with the student and Programme Director.
- In the unlikely event of a serious breach of professional conduct then the programme director will work within the University of Aberdeen’s Disciplinary Procedures and/or COSCA’s or BACP’s code of practice, whichever is most relevant.

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