

SUPERVISION GUIDELINES



1.0 General statements/definitions regarding all levels of supervision

1.1 ACC acknowledges the normative, formative and supportive function of supervision.

1.2 Supervision sessions should be clearly logged and signed off, preferably using the designated ACC templates.

1.3 Supervision is required in blocks of time (i.e. 1 hour or 1.5 hours) with time for proper preparation by the counsellor before this, to enable maximum benefit from the session.

1.4 It is not appropriate for supervision to be carried out by a close family member.

1.5 It is not ideal for one's Branch or Line Manager to also act as Supervisor. If this is unavoidable, very clear ground rules for this must be established.

1.6 There should be a contract between the counsellor and supervisor for supervision, which would include clear lines of confidentiality.

1.7 ACC normally expects that a supervisory relationship would not last more than five years with the same supervisor.

1.8 supervision is preferable but ACC acknowledges that in some situations group or peer supervision is necessary and valuable.

1.9 While face to face supervision is preferable it is acceptable to have supervision using technology where geographical location and availability of supervisors is limited. (Please refer to the technology guidelines on the ACC website to see how this fits with both counselling and supervision).

2.0 Time calculation for group supervision.

If the group or peer group consists of 4 or less supervisees then the time accrued is half the length of the whole session. If the group or peer group is of 5 or more then the time accrued is the length of time divided by the number of participants.

3.0 Frequency of Supervision

3.1 **Counselling Practitioner**

Minimum of 1 hour for every 10 - 15 counselling sessions at no longer than monthly intervals (absolute minimum of 10 sessions per annum).

3.2 **Accredited Counsellor**

Minimum of 1.5 hours of Supervision per month (absolute minimum of 10 sessions per annum). It needs to be relevant to one's work-load (25 + hours will need either fortnightly or longer supervision sessions)

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3.3 Counsellor Manager

Supervision should be adequate for the amount of counselling sessions undertaken based on ratios above (with an absolute minimum of 6 sessions per annum).

4.0 Style of Supervision

4.1 Counselling Practitioner

It is strongly recommended that supervision should be 1:1 but is acceptable in a facilitated group and/or a peer group of no more than 4 supervisees. The supervisor who works 1:1 or facilitates a group must be able to demonstrate competency in their field by significant experience, accreditation and/or a minimum of 60 hours supervision training to ACC Stage 3 or equivalent. If in a peer group all members should have significant experience (550+ hours), accreditation and/or a minimum of 60 hours supervision training to ACC Stage 3 or equivalent.

4.2 Accredited Counsellor

It is anticipated that supervision will be one to one or in a peer group of 4 or less. If in a peer group all members should have significant experience (800+ hours), accreditation and/or a minimum of 60 hours supervision training to ACC Stage 3 or equivalent.

4.3 Counsellor Manager

It is anticipated that supervision will be one to one or in a peer group of 4 or less. If in a peer group all members should have significant experience (800+ hours), accreditation and/or a minimum of 60 hours supervision training to ACC Stage 3 or equivalent.

5.0 Additional criteria required for applications as an Accredited Supervisor at Counselling Practitioner or Accredited Counsellor level.

5.1 1 years minimum experience post counsellor accreditation with a minimum of 650 hours supervised counselling practice within the last 10 years

5.2 Must maintain their counsellor accreditation

5.3 Must be supervising at least 2 people

5.4 Minimum of 50 hours of experience as a supervisor

5.5 Supervision of supervision should be at least bi-monthly for 1 hour for up to 5 supervisees. Supervision of supervision should increase proportionately according to work load and be clearly defined and separate from counselling supervision.