Counselling Service

JOINT AGREEMENT FOR AN ASSOCIATE COUNSELLING PLACEMENT
FOR ACADEMIC YEAR 2016-2017

The Counselling Service will:

- Assess all students seeking counselling and allocate suitable clients to the associate. Size of the associate’s caseload will be dependent on availability of suitable clients. Where appropriate/possible, associates may become involved in assessment after in-house training.
- Provide regular supervision within The Service with a BACP Accredited Counsellor in accordance with BACP’s requirements depending on client numbers.
- Provide an Induction, training in the use of CORE and some in-house CPD opportunities.
- Discuss progress with the associate and provide a report for professional accreditation.
- Review the counselling placement regularly to ensure that the needs of the associate and those of the Service are being met.
- Deal with any complaints promptly using established Birkbeck procedures.
- Maintain overall client management through regular supervision and line management.
- Reserve the right to terminate a placement at any time.

The Associate will:

- Be a member of a professional counselling organisation e.g. BACP and abide by the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy.
- Be a qualified counsellor with a minimum of 150 clinical hours.
- Work on a voluntary basis, on the understanding that he/she will not receive any payment or expenses.
- Have a commitment to a minimum of one academic year on placement (approx. 31 weeks).
- Attend an Induction programme, CORE training and team-led CPD workshops (max. 3 days per year).
- Commit to a working day or two half days of a minimum of 7 hours: 4 clinical appointments, 2 administrative hours and 1 supervision session/other service meeting. Attend two meetings termly with the manager of the service which may be on a different day to the placement day.
- The day/s of the week to be worked is by negotiation and according to availability of rooms within the service.
- The duration of the sessions will normally be for 50 minutes.
- Be on probation for a period of 6 months.
- Be responsible to the supervisor 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 is disguised so that it is not possible to identify any client and the client’s permission has been obtained via a consent form.
- Discuss any grievance with the supervisor, in the first instance, and then, if necessary, consult with the Manager of the Counselling Service.
- Attend regular supervision (minimum of 50 mins 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 within the Counselling Team on allocated placement days regardless of clients.
- Be part of Student Wellbeing 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 absence, lateness, or any other difficulties, inform Charlotte Williams (Mon-Thurs) and Hanneke Kosterink on Fridays.
• Take holidays outside of term time unless in exceptional cases and take leave for two weeks at Christmas and Easter and for the whole of the summer
• Always notify the supervisor immediately, or the Manager of the Counselling Service, if it is thought that a client may be at serious risk to himself/herself or others.
• Consult with any of the core counsellors for advice if an issue arises which needs addressing before the next supervision session should the supervisor be unavailable.
• Be covered under Birkbeck College’s insurance policy while on placement but arrange own professional indemnity insurance.
• Consent to undergo a DBS check, in compliance with the guidelines published by HR.
• Aim to give 3 months’ notice if leaving the post (1 month during first 6 months of probation).
• Work in line with all other BBK policies and procedures where applicable.

The Supervisor will:
• Provide regular supervision for the associate to support, advise and work collaboratively on his/her caseload (as previously described above). Sessions are fortnightly and last 50mins.
• Discuss new clients allocated to the associate, ensuring that he/she feels happy to work with them, if not practical ensure that clients allocated are within the competencies of the associate.
• Advise and support the associate on service policies and procedures.
• Provide regular feedback on progress including an annual written report
• Keep the Head of Service informed on the progress of the associate and of relevant issues which may have an impact on the service.
• Raise with the associate any concerns about their work. If these concerns are not resolved satisfactorily and the associate’s ability to work with clients is in question, the supervisor will consult with his/her supervisor and/or the Manager of the Counselling Service.
• Attend own consultative support to ensure best supervisory practice

AGREEMENT
The aim of this agreement is to assist associates in developing their counselling skills and professional practices within The Counselling service at Birkbeck College. All parties to this agreement subscribe to the 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.

Signed & dated:

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