



SUPERVISION POLICY

INFORMATION FOR MEMBERS AND APPLICANTS FOR MEMBERSHIP

The Counselling Association of South Australia identifies supervision as conducive to the counselling task and one of the principal means of ensuring ongoing counsellor development.

Supervision is the process entered into by a counsellor (or group of counsellors) with a supervisor for the purpose of integrating theory and practice in response to specific counselling situations.

It is a professional opportunity for the counsellor to present their interactions with clients, identify their learning needs, and become aware of their personal responses to counselling situations in order to be able to respond effectively.

Training Supervision

1. Training Supervision is undertaken during or if required, immediately after a Counselling Training Course.
2. Training Supervision may consist of:
 - *reflection on counselling practice*: one supervisor to one trainee counsellor
 - *reflection on counselling practice*: one supervisor to a group of not more than 6 trainee counsellors
 - *observed live counselling session involving a real client*: one supervisor to one trainee counsellor
 - *observed live counselling session involving a real client*: one supervisor to a group of not more than 6 trainee counsellors one of whom is counselling with the client.
 - *observed live counselling session involving a co-student sharing real material*: one supervisor to one trainee counsellor.
 - *The first 20 hours within a group of 12 trainee counsellors*.
3. 50 hours of Training Supervision relating to a minimum of 200 hours of client contact is required for admission to Professional Membership of CASA.

Clinical Supervision

1. Clinical Supervision is undertaken post-training, and is referred to in some literature as Post-Training or Professional Supervision.
2. Clinical Supervision does not include any reciprocal interchange in the roles of supervisee and supervisor
3. Clinical Supervision is a formal process in which the focus is upon case material from the counsellor's own client work.
4. Clinical Supervision is undertaken on a regular basis according to the counsellor's level of counselling experience, case load and case load difficulty.
5. Clinical Supervision may consist of:
 - *reflection on counselling practice*: one supervisor to one counsellor either face to face or via technology
 - *reflection on counselling practice*: one supervisor to a group of not more than 6 counsellors



Peer Supervision

1. Peer Supervision does not require the presence of a designated supervisor, and is a formal collaborative process in which case material from the supervisee's own practice experience is reflected upon and reviewed by peer(s).
2. Peer Review may consist of:
 - *reflection on counselling practice*: one counsellor to one counsellor either face to face or via technology
 - *reflection on counselling practice*: a group of not more than 6 counsellors
3. Peer Supervision is not accepted;
 - when applying for Clinical Membership of the Association;
 - for the annual renewal of Professional Membership of the Association.
4. Peer Supervision may be used by Clinical Members for a maximum of 50% of the Supervision component for annual renewal of membership of the Association provided the Peer Supervision took place after five years of continuous Clinical Membership by all peers within the peer dyad or peer group.
5. A peer is a counselling colleague whose training provides eligibility to be a Clinical Member of the Association, and whose involvement in Peer Supervision is taking place at least five years after the peer has met the eligibility requirements for Clinical Membership.

Members And Applicants For Membership Are Encouraged

1. To seek out, either through their work place, professional networking or the CASA website, a supervisor who meets their personal and professional requirements, and who meets CASA's supervision eligibility criteria as listed below.
2. To negotiate a contract with their supervisor specifying duration, frequency and cost of sessions.
3. To maintain relevant records of supervision and client contact.
4. To discuss with their supervisor, CASA's information relating to supervisors as listed below.
5. To inform their clients that they undertake supervision.
6. To advise their employer or organization of their supervision arrangement.

Supervisors

Supervisors are to be mindful of the counsellor, the counsellor's clients, and the context in which the counsellor works. They are to undertake responsibility for the quality of the supervision provided. Their commitment to personal and professional development in the practice of supervision is required.

Ideally a supervisor should be able to offer in supervision:

1. A therapeutic approach including respect, empowerment, genuineness, congruence, and clear self boundaries.
2. Counselling skills including empathy, immediacy, questioning, confronting, informing, guiding, and contracting.
3. Specific supervisory skills such as process orientation, maintaining the focus on the counsellor/client system, awareness and use of parallel process, appropriate didactic input, hypothesising, checking out and offering choices, refusal to collude, flexibility, appropriate integration of agency accountability and guidelines within the supervisory process.
4. An integrated personal model of both counselling and supervision.
5. The capacity to use his/her personal history and personality in shaping supervisory style.
6. An awareness of the diversity of personal development paths.
7. An ability to work with supervisees presenting from a range of models of counselling.



8. Competence in identifying and evaluation of the supervisee's personal and professional resources and performance.
9. The ability to negotiate an appropriate programme to meet the particular developmental needs of the supervisee.

Eligibility To Supervise

1. Be a Clinical Member of this Association or have an equivalent level of membership in a relevant professional association.
2. Have a minimum of 5 years counselling experience and have logged a minimum of 750 post training client hours and 75 related clinical supervision hours.
3. Have professional indemnity insurance which includes cover for supervision.

Accreditation of Supervisors

The Association recognises PACFA's Accreditation process of Supervisors and will list those members who are accredited on the Association website.

The status of "CASA Accredited Supervisor" shall cease on 30th June 2017.

This CASA Supervision Information and Policy is listed in By-Law Two of the Association's By-Laws
The Supervision Policy is based on documentation of the
Australian Association of Marriage and Family Counsellors Inc *Used With Permission*

ANNUAL SUPERVISION REQUIREMENTS

Clinical and Professional Members

For ongoing Clinical or Professional membership of the Association members are required to participate every membership year (July-June) in a minimum of 10 hours of supervision linked to their counselling practice accrued in accordance with the Association's Supervision Policy.

Where a member has accrued over 400 client practice hours per annum, 15 hours of supervision is required for renewal.

Client practice hours include counselling and/or psychotherapy, both group and individual, and the provision of supervision.

Members are required to sign annually an on-line declaration stating that they have met the supervision renewal requirements.

Associate Members

For ongoing Associate membership of the Association members who have completed their undergraduate or postgraduate training course in counselling or psychotherapy, but who have not completed the required hours of client work and its associated supervision for Professional Membership, are required to participate in appropriate supervision linked to client practice, and to provide at renewal each year the number of accumulated client hours and associated supervision hours for the previous 12 months.

Record Keeping

Members are required to keep supervision records that have been signed by their supervisor(s) and which include the number of client hours that relate to the supervision undertaken.

Supervision activities are to be recorded for each membership year using the CASA or PACFA Supervision and Client Contact Verification Form with the CASA form being downloadable from the Association website.

An audit of supervision records of Clinical and Professional members will be conducted on a rolling three yearly basis with all members being audited once every three years.