

PROFESSIONAL COUNSELLING CONTRACT

Master of Counselling and Psychotherapy (MCP)

IMPORTANT: This form is most compatible with the free browser [Google Chrome](#).

If you need to save or print, you can **ONLY** do so using Chrome. We recommend you download chrome and set it as your default browser to avoid disappointment should you need to save or print. We apologise for this inconvenience.

NOTE: This form will time-out after **20 minutes**.

Remember to use the 'Save' button on the bottom of the form so you do not lose your work. Do not 'Submit' until you have reviewed everything. Once submitted you cannot make any changes (you will need to contact Student Placement).

[Student User Guide - Learning Contract](#)

[Agency User Guide - Learning Contract](#)

Please view first the sample of a Professional Counselling Contract.

Professional Counselling Goals are to be developed in consultation with the Agency Supervisor or regular private practice Clinical Supervisor within the first **20 hours or two weeks of placement** (whichever comes first).

STUDENT DETAILS

Student Name:

SAMPLE

Student Number:

SAMPLE

Course:

Master of Counselling & Psychotherapy

AGENCY/CLINICAL SUPERVISOR AND STUDENT MEETINGS

Frequency: [e.g. each morning / weekly / daily debrief etc.]

With a Placement Supervisor: informal debriefing at the end of each day or weekly.
With a Clinical Supervisor: once every fortnight for 2 hours in a group of 5.

The feedback will include: [e.g. Planning activities and tasks / debriefing / reflecting / sharing insights and learning / constructive feedback / requirements for next meeting etc.]

Case notes, personal journal, feedback re professional counselling goals etc.

PROFESSIONAL AND PERSONAL COUNSELLING GOALS: Please add 3 of your own personal goals at the bottom

Each Professional Counselling Goal in your Contract should be set out as follows:

1. **The Professional Counselling Goal:** What you hope to achieve on a personal and/or professional level from the placement.
2. **The Learning Tasks:** Individual tasks/activities that you will engage in to achieve your set goal.
3. **Method of Assessment:** How each learning goal and learning task will be monitored and assessed.

Professional Counselling Goal	Learning Task	Method of Assessment
Apply advanced theoretical knowledge and counselling skills to practice with	Apply counselling models and skills in practice Evaluate effectiveness of counselling interventions through client feedback	Client feedback on experience of sessions documented in client records Analyse changes in client's presenting problems in client records

clients in a counselling agency	Track positive, negative and no change in client's presenting problems	and your learning journal on a regular basis Evaluate effectiveness of counselling
Analyse the influence of organisational, cultural and social contexts on counselling practice	Identify the organisational structure of the placement agency Analyse the social and cultural contexts of practice	Organisational chart identified and discussed with placement supervisor Analyse the community in which the organisation is located Discuss the client groups served by the organisation Document influence of organisational, social and cultural contexts on the service provided to clients and on practice in learning journal
Analyse and critique use of counselling skills and interventions	Document the application of counselling skills and interventions with clients Identify the counselling models you are applying in your practice, and the skills and interventions of the model Using session notes, track the progress of clients to evaluate effectiveness	Client feedback on experience of sessions documented in client records Reflect on responses of clients to the model, skills and interventions Analyse strength and weaknesses of counselling model in learning journal
Develop intervention planning and case formulation skills and apply counselling models to meet client needs	Undertake assessment of client presentations and needs Plan interventions with clients as appropriate to the assessment of their needs Apply counselling interventions	Presentations of assessment sessions with clients in group supervision Document clinical supervisor's feedback on your assessment in learning journal Discussions with placement supervisor about client assessment Intervention plan is discussed with clients and documented in client records
Participate effectively in placement supervision and reflect on practice	Preparedness for counselling sessions Active participation in debriefing with Placement Supervisor Demonstration of reflection on practice	Placement Supervisor feedback at Mid Placement Review Reflective entries in learning journal
Synthesize and apply feedback to improve practice with clients	Revise case plan and counselling approach with clients according to supervisor feedback	Counselling is effective Document changes to case plan in client records Document changes to counselling approach in learning journal
Demonstrate ethical thinking and decision making about practice	Discuss ethical aspects of practice with Placement and Clinical Supervisor, e.g. risk to client's safety Practice according to PACFA Code of Ethics and placement organisation Code of Conduct Contracting with clients for their goals for counselling in first session Use empathy to work with client process without being directive or giving advice	Document ethical issues in client records as appropriate Reflect on ethical aspects of practice in learning journal Agreed contract (verbal or written) documented in client records Client and Supervisor feedback documented in learning journal
Respect the rights of clients	Affirm rights and autonomy of clients in your counselling practice	Document examples of affirming rights and autonomy of clients in learning journal
Personal Counselling Goal 1 Develop effective boundaries and confidentiality protocols	Observe and reflect upon emotional response to client Identify case examples of potential boundary issues, e.g. boundary crossing	Personal journal Discussions and debriefing with supervisor
Personal Counselling		

Goal 2 Improve stress management	Work on self-talk (observe and correct thoughts and feelings)	Record and reflect on self-talk
Personal Counselling Goal 3 Manage reluctance and resistance in clients	Develop an awareness of helpful and unhelpful responses	Personal journal

STUDENT DECLARATION

Please indicate your agreement with the statements below.

- This contract has been developed within the first two weeks of placement.
- This contract has been developed in consultation with the agency Placement/Clinical Supervisor.
- This contract will be referred to during Placement Supervision sessions and amended as required (major changes to be approved by the Student Placement team and ACAP Clinical Supervisor).

WARNING – once this form is submitted no changes can be made so please review everything with your Supervisor before clicking on Submit.

Should you need to make any changes after submitting please contact an ACAP Placement Coordinator.

Sydney Campus
 (NSW, ACT and offshore)
 T 02 9964 6300
 studentplacementsyd@acap.edu.au

Brisbane Campus
 (QLD and NT)
 T 07 3234 4416
 studentplacementbris@acap.edu.au

Melbourne Campus
 (VIC)
 T 03 8613 0600
 studentplacementmelb@acap.edu.au

Adelaide Campus
 (SA, TAS and WA)
 T 08 81104018
 studentplacementadel@acap.edu.au