

**Volunteer Alcohol Counsellor Portfolio Checklist**

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| **Trainee counsellor** | | | **Date of submission** | |
| **Host organisation and contact** | | | | |
| **Practice supervisor** | | | | |
|  | | | | |
| **EVIDENCE FROM TRAINING** | | | | |
|  |  | Trainee  Signature | Supervisor /trainer  Signature | Date  Complete |
| 1 | Reflective logs |  |  |  |
| 2 | Record of skills practice(summary) |  |  |  |
| 2a | Record of skills practice (evidence) |  |  |  |
| 3 | Reflective assignment |  |  |  |
| 4 | Initial Counselling Skills Development Plan |  |  |  |
| **EVIDENCE FROM SUPERVISED PRACTICE** | | | | |
| **Basic recording** | |  |  |  |
| 5. | Record of counselling hours |  |  |  |
| 5a | Record of presenting issues |  |  |  |
| 5b | Summary of client profiles |  |  |  |
| 6. | Record of supervision hours /dates |  |  |  |
| **Evidence of competencies** | | | | |
| 7. | Record of evidence of competency to practice |  |  |  |
| 8. | Reflective logs (min 20) |  |  |  |
| 9. | Reflective assignment 1 |  |  |  |
|  | Reflective assignment 2 |  |  |  |
|  | Reflective assignment 3 |  |  |  |
| 10. | Case study |  |  |  |
| 11. | Supervisor report 1 6 month |  |  |  |
|  | Supervisor report 2 12 month |  |  |  |
|  | Supervisor report 3 18 month |  |  |  |
|  | Supervisor report 4 24 month |  |  |  |
|  | Supervisor report final |  |  |  |
| 12. | Professional practice report |  |  |  |
| 13. | Observed counselling session 1 |  |  |  |
|  | Observed counselling session 2 |  |  |  |
| 14. | Audio-recorded counselling session 1 |  |  |  |
|  | Audio-recorded counselling session 2 |  |  |  |
| 15. | Counselling Skills Development Plans  (6 monthly –minimum of 4) Plan 1 |  |  |  |
|  | Counselling Skills Development Plan 2 |  |  |  |
|  | Counselling Skills Development Plan 3 |  |  |  |
|  | Counselling Skills Development Plan 4 |  |  |  |
|  | Any other relevant evidence – please list |  |  |  |