

**Volunteer Alcohol Counsellor Portfolio Checklist**

|  |  |
| --- | --- |
| **Trainee counsellor** | **Date of submission**  |
| **Host organisation and contact** |
| **Practice supervisor** |
|  |
| **EVIDENCE FROM TRAINING** |
|  |  | TraineeSignature | Supervisor /trainerSignature | 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 |  |  |  |