**Evidence of achievement of learning outcomes**



**Template 7**

**This record evidences that the participant is competent in the learning outcomes listed below.**

Please provide a range of evidence including direct observation (**DO**), audio recorded sessions (**AR**), supervision discussions (**S**), reflective assignments (**RA**), reflective logs (**RL**), other (**O**) –please explain.

Please also provide a date and number reference where appropriate e.g. RL 12 11/6/20

Evidence should be added to each of the four sections at different times across the two years (or more) of supervised practice and initialled by participant (trainee counsellor) and supervisor.

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| **SECTION 1. ESSENTIAL QUALITIES OF THE COUNSELLING RELATIONSHIP** | | | | |
| **AIM1**  **Participant’s knowledge and skills related to the essential qualities of the counselling relationship are applied appropriately within a counselling situation.** | | | | |
| **Learning outcome**   * 1. Participant shows knowledge and application of the following essential qualities of the   counselling relationship: | | | | |
|  | **Evidenced by** | **Dates** | **Initials** | |
| **P** | **S** |
| Unconditional Positive Regard |  |  |  |  |
| Acceptance |  |  |  |  |
| Listening skills |  |  |  |  |
| Reflection |  |  |  |  |
| Empathy and empathetic responding |  |  |  |  |
| Genuineness (Congruence) |  |  |  |  |
| Non-verbal communication |  |  |  |  |
| Challenging |  |  |  |  |
| Immediacy |  |  |  |  |
| Summarising |  |  |  |  |

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| **SECTION 2. STRUCTURED COUNSELLING** | | | | |
| **AIM 2**  **Participant’s theoretical knowledge of structured counselling - beginnings, middles and endings – is applied appropriately within the counselling setting.** | | | | |
| **Learning outcomes**  **2.1** Participant understands the key elements/interventions involved in **beginning** the  counselling relationship and is able to apply these in their work with clients    **2.2** Participant is able to reflect on their own use of these counselling skills | | | | |
|  | **Evidenced by** | **Dates** | **Initials** | |
| **P** | **S** |
| Establishing boundaries of working contract |  |  |  |  |
| Developing a counselling relationship |  |  |  |  |
| Assessment skills |  |  |  |  |
| Taking a drinking history |  |  |  |  |
| Clarifying and defining problems areas |  |  |  |  |
| Ability to manage alcohol withdrawals |  |  |  |  |
| **Learning outcomes**  **2.3** Participant understands the key elements /interventions used within the **middle** sessions of the  counselling relationship and is able to apply these to their work with clients  **2.4** Participant is able to reflect on their own use of these counselling skills | | | | |
|  | **Evidenced by** | **Dates** | **Initials** | |
| **P** | **S** |
| Focusing |  |  |  |  |
| Problem Solving |  |  |  |  |
| Goal Setting |  |  |  |  |
| Reviewing |  |  |  |  |
| Self-disclosure |  |  |  |  |
| Motivational Interviewing Approaches (see also 3.2) |  |  |  |  |
| Dealing with relapse and promoting relapse prevention strategies (see also 3.3) |  |  |  |  |
| Ability to manage controlled drinking and abstinence programmes |  |  |  |  |
| Ability to work holistically with clients |  |  |  |  |
| **Learning outcomes**  **2.5** Participant understands the key elements /interventions used in the preparation for and **ending** of the counselling relationship and is able to apply these to their work with clients  **2.6** Participant is able to reflect on their own use of these counselling skills | | | | |
|  | **Evidenced by** | **Dates** | **Initials** | |
| **P** | **S** |
| Ability to explore clients feelings regarding endings |  |  |  |  |
| Ability to review and summarise progress plus  acknowledge areas which have not progressed |  |  |  |  |
| Ability to refer on appropriately |  |  |  |  |

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| **SECTION 3 WORKING WITH PEOPLE WITH, OR AFFECTED BY, ALCOHOL/SUBSTANCE USE ISSUES** | | | | |
| **AIM 3**  **Participant’s knowledge and understanding of recognised theory and approaches, for counselling people who have issues related to alcohol /substance use, are used appropriately within the counselling setting.** | | | | |
| **Learning outcomes** | **Evidenced by** | **Date** | **Initials** | |
| **P** | **S** |
| **3.1** Participant shows an awareness of models of  change and is able to utilise relevant  approaches/ interventions at each stage. |  |  |  |  |
| **3.2** Participant shows a knowledge of  Motivational Interviewing - as an evidence-  based practice in working with people with  alcohol /substance use issues - and is able  to apply some of its principles and skills  where appropriate. |  |  |  |  |
| **3.3** Participant has an understanding of the  theory relating to relapse and is able to deal  with relapse within the counselling setting and  promote relapse prevention strategies. |  |  |  |  |
| **AIM 4**  **Participant has knowledge of alcohol related harm and can impart related information to clients** | | | | |
| **Learning outcomes** | **Evidenced by** | **Date** | **Initials** | |
| **P** | **S** |
| **4.1** Participant uses their knowledge around  alcohol related harm such as dietary advice,  safe limits, physical/mental health issues and  legal issues appropriately within counselling  sessions. |  |  |  |  |
| **4.2** Participant knows their limitations in relation  to support in these areas and is able to  signpost clients to other sources of  support when relevant. |  |  |  |  |

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| **SECTION 4 PROCEDURES AND PROFESSIONAL PRACTICE** | | | | |
| **AIM 5**  **Participant has awareness of agency procedures and is able to adhere to ethical codes and equality and diversity practice** | | | | |
| **Learning outcomes** | **Evidenced by** | **Date** | **Initials** | |
| **P** | **S** |
| **5.1** Participant has read, understood and  is able to work within the agency  procedures of their host organisation. |  |  |  |  |
| **5.2** Participant has an understanding of current  equality and diversity requirements and  of implications for counselling practice. |  |  |  |  |
| **5.3** Participant has a knowledge of ethical  codes relating to counselling (COSCA/BACP)  and applies these to their practice. |  |  |  |  |
| **5.4** Participants have an understanding of agency  procedures and ethical considerations for  working on-line or telephone and are able to  apply these to the counselling situation. |  |  |  |  |
| **AIM 6**  **Participant understands the values and functions of supervision and engages with and utilizes supervision appropriately** | | | | |
| **Learning outcomes** | **Evidenced by** | **Date** | **Initials** | |
| **P** | **S** |
| **6.1** Participants understand the requirements and  expectations of the supervisory relationship. |  |  |  |  |
| **6.2** Participant engages in supervision  sessions in a way that enhances their  learning and practice. |  |  |  |  |

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| **AIM 7**  **Participant understands and exhibits the professional and organisational skills necessary for working in a counselling environment - such as record keeping, time keeping and communication with colleagues.** | | | | |
| **Learning outcomes** | **Evidenced by** | **Date** | **Initials** | |
| **P** | **S** |
| **7.1** Participant is able to maintain professional  records and case notes. |  |  |  |  |
| * 1. Participant is able to maintain a calendar / diary of their activities and ensure colleagues/managers know what they are doing and when. |  |  |  |  |
| * 1. Participant understands the importance of   good time-keeping and can organise and manage their own time. |  |  |  |  |
| * 1. Participant understands the expectations and   boundaries of professional conduct within the working environment of an alcohol support agency. |  |  |  |  |
| * 1. Participant can communicate in a professional   and confidential manner within that working environment. |  |  |  |  |

**All learning outcomes completed**

Practice Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_