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Scottish Alcohol Counselling Consortium

SACC Volunteer Alcohol Counselling Programme and Certificate in Advanced Alcohol Counselling Skills

Guidance for participants and practice supervisors

Aug 2023

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Introduction

The Scottish Alcohol Counselling Consortium (SACC) is a network of local charitable organisations who provide alcohol counselling and support as part of their services.

SACC's member organisations are committed to more volunteers from local communities training in advanced alcohol counselling skills.

The aim of the training programme and accreditation process is to ensure volunteer counsellors have access to high quality training and opportunity to develop their counselling skills in a supportive and supervised environment.

This ensures that people accessing our member organisations for support with alcohol-related problems will receive high and consistent standards of counselling - whether from a paid member of staff or from volunteers.

The SACC programme includes a COSCA validated specialist course on Counselling People Towards Behaviour Change - which focuses on the knowledge and skills necessary to work with people affected by their own, or some-one else's, alcohol use - followed by 120 hours of supervised practice within a host organisation.

The full training leads to the Certificate in Advanced Alcohol Counselling Skills, validated by COSCA.

This guidance provides information for:-

1. **volunteers** who are undertaking SACC's training programme to become SACC accredited volunteer counsellors

2. **supervisors** supporting SACC trainee counsellors.

It provides details of the training and accreditation pathway and explains what evidence, from your training and supervised practice, you will need to include in your portfolio.

SACC has a comprehensive Complaints Procedure and an Equality and Diversity Policy. Both are available at www.scotacc.org or from sacc@scotacc.org

Please get in touch if you have specific requirements to enable you to access any aspect of the training programme.

If you have any queries or complaint in relation to any aspect of the SACC volunteer counsellor training programme and accreditation process, please contact us at sacc@scotacc.org or through our website www.scotacc.org.uk . We are here to help.

SECTION 1 AN OVERVIEW

This section provides an overview of the SACC training and accreditation process for volunteer alcohol counsellors. It should help you to decide if the SACC counselling training pathway is suitable for you.

Who is the training for?

As with most counselling training, the SACC route to becoming a volunteer alcohol counsellor demands commitment, time and staying power.

It is aimed at people who would like to volunteer as a counsellor with people who are affected by their own or another's alcohol use – but who may not have formal counselling qualifications.

In return for your volunteering time you will be offered high quality training and ongoing support and supervision from your host organisation.

On gaining SACC accreditation you will be able to **volunteer as an alcohol counsellor with any SACC organisation** – contact sacc@scotacc.org for a current list of member organisations.

You will also receive the Certificate in Advanced Alcohol Counselling Skills – validated by COSCA.

The SACC volunteer alcohol counselling programme is aimed at participants who have already completed basic generic counselling training such as the **COSCA Certificate in Counselling Skills modules 1- 4 (120 hours).** Full details www.cosca.org

Other generic counselling qualifications may be acceptable for entry onto the SACC specialist programme - but you must be able to evidence core counselling competencies before progressing.

Several SACC member organisations provide the COSCA counselling skills modules free to volunteers – please check locally or contact sacc@scotacc.org for information.

SACC Volunteer Alcohol Counselling Programme and Accreditation

Getting started

When you apply to volunteer with your local alcohol support organisation they will:-

- ✓ discuss the required criteria for acceptance onto the programme
- ✓ explain their selection process
- ✓ provide you with a volunteer counselling contract that outlines their responsibilities as the host organisation and your responsibilities as a participant on the programme
- ✓ explain their confidentiality and data protection policies
- ✓ outline PVG requirements (Protecting Vulnerable Groups).

Before becoming a volunteer counsellor working within a SACC member organisation you will need to go through a selection process with your host organisation. This will include an initial discussion and interview process to ensure you have skills and suitability for further counselling training.

As a volunteer counsellor within a SACC member organisation you will be expected to work towards the Certificate in Advanced Alcohol Counselling Skills

The SACC training programme is made up of the following components:-

1. **SACC Counselling People Towards Behaviour Change specialist course, validated by COSCA (30 hours face to face training plus reflective logs and final assignment). Important – ability to attend all training sessions is a pre-requisite of the course. Please ensure that you can attend all the proposed dates before committing.**

2. **supervised counselling practice (120 hours) and development of portfolio over 2 years with an alcohol support agency which is a member of SACC**

3. **successful submission of portfolio to the SACC accreditation panel leading to the Certificate in Advanced Alcohol Counselling Skills (validated by COSCA)**

4. **engagement with continuous professional development.**

Counsellor Accreditation with SACC

Accreditation with SACC demonstrates your competence in the practice of advanced counselling skills and integrated alcohol interventions **and** ensures that people accessing our members' support services receive a safe and effective response.

The SACC training and accreditation programme also provides an excellent foundation for participants who may want to complete further counselling training and qualifications in the future. For participants who already have counselling qualifications, or are currently working towards them, the training provides additional knowledge and skills for counselling people around behaviour change. SACC training has provided a springboard into paid employment for many volunteers.

SACC accreditation and other organisations

All SACC member organisations work to COSCA (Counselling & Psychotherapy in Scotland) and/or BACP (British Association for Counselling and Psychotherapy) code of ethics.

The SACC Counselling People Towards Behaviour Change course and the Certificate in Advanced Alcohol Counselling Skills are validated by COSCA.

Accreditation by SACC does **not** qualify participants as COSCA accredited counsellors – this requires further training and practice. However, participants who successfully complete the Certificate in Advanced Alcohol Counselling Skills Certificate are eligible for COSCA counsellor membership (organisations).

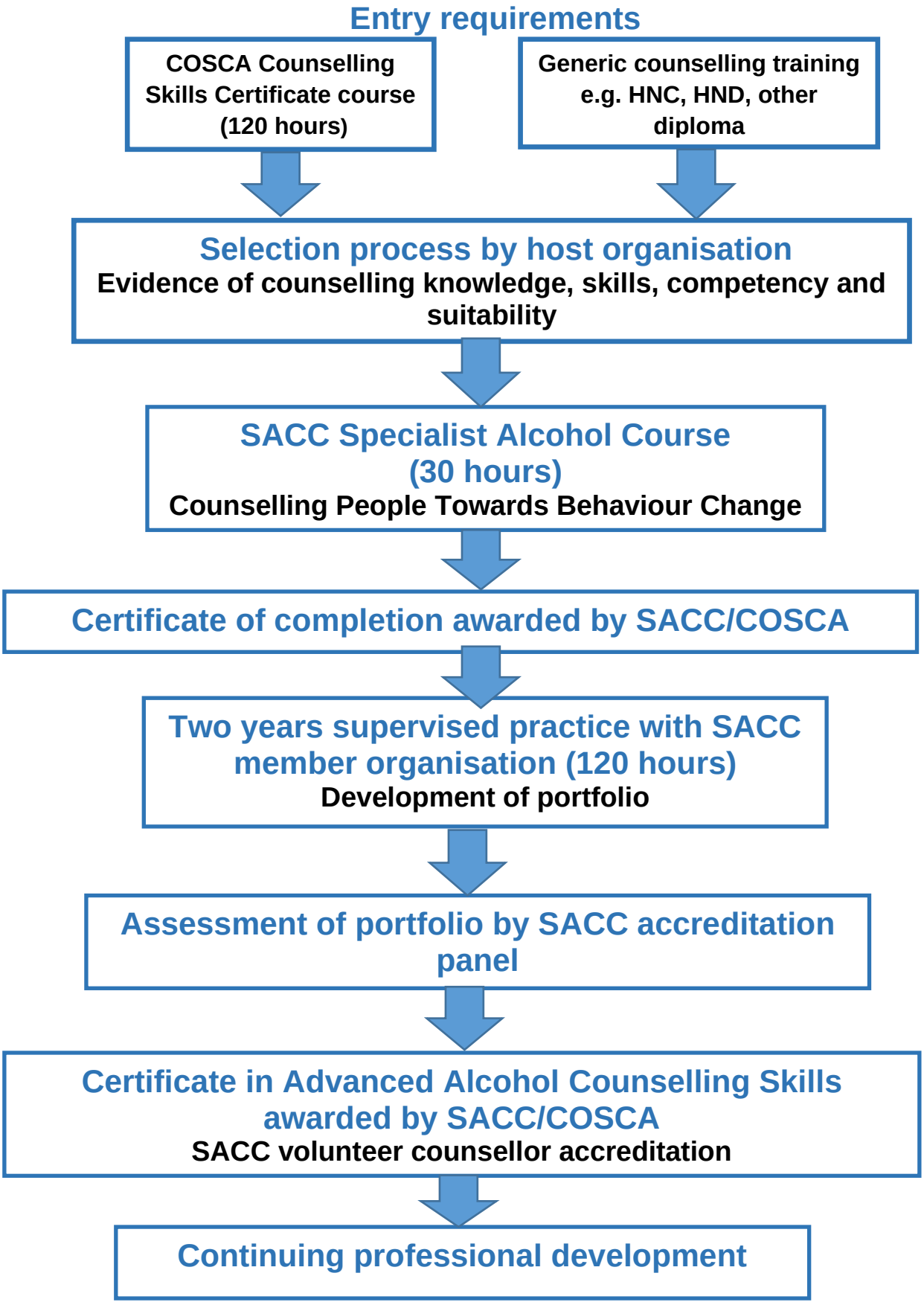
Participants working towards COSCA or BACP qualifications, or qualifications from other academic /training institutions, may consider using supervised practice hours within an alcohol support organisation as the practice element of their course.

This should be fully discussed and agreed with the host organisation to ensure that student's counselling practice meets their host organisation's needs, as well as the requirements of their course.

Students on placement may still be expected to complete the 30 hour SACC specialist alcohol course.

Scottish Alcohol Counselling Consortium

Volunteer Counsellor Accreditation Pathway



Learning and assessment

Gaining SACC accreditation shows that you are competent to practice as a volunteer counsellor working with people who have issues related to alcohol.

The ongoing assessment and feedback of your competency begins during the face-to-face training course. It continues throughout the development of your learning during your counselling practice with an appropriate alcohol support organisation over 2 years.

When you have been accepted onto the SACC accreditation programme, the organisation where you are volunteering will allocate you a practice supervisor who will support your learning journey over the next two years.

Initially your course trainers, and then your practice supervisor, will support and assess your development as a counsellor through your self-reflection, knowledge of counselling theory and your ability to transfer this into practice skills.

It is up to you to provide evidence of your progress through your portfolio - collating evidence for your portfolio starts as soon as you embark on the SACC specialist course.

When you have completed your 120 hours of counselling practice your portfolio - containing all the evidence of your learning and development - will be submitted to the SACC accreditation panel for assessment.

Your practice supervisor will support the development of your portfolio and will contribute to it through 6 monthly supervisor's reports. However, it is your responsibility to ensure you record and maintain all the evidence you will need.

Portfolio contents

The portfolio is structured to provide you with an opportunity to evidence your effective use and integration of learning through training, self-reflection, practice and supervision.

As the checklist on page 9 shows, your portfolio will include:

- ✓ reflective logs, records of skills practice and assignments from training
- ✓ reflective logs and assignments from counselling practice
- ✓ case study
- ✓ supervisors reports
- ✓ observed/audio recorded counselling sessions
- ✓ records of counselling and supervision sessions
- ✓ counselling skills development plans.

You must make sure that all the evidence required is added to your portfolio over your two years of supervised practice.

Your portfolio is your opportunity to demonstrate your competence to practice as a volunteer counsellor with people who have alcohol-related issues.

Portfolio checklist

The following checklist shows the evidence that must be collated for your portfolio. This will be signed and dated as you go along. More detail on each area is found in the next section of this guidance – relevant pages and templates are listed in the end columns**.**

		Guidance page	Template page
PORTFOLIO CHECKLIST / FRONT PAGE			**32**
EVIDENCE FROM TRAINING			
1.	Reflective logs	**16**	**33**
2.	Record of skills practice (summary)	**17**	**34**
2a	Record of skills practice (evidence)	**17**	**35**
3.	Reflective assignment	**17**	
4.	Initial Counselling Skills Development Plan	**17**	**37**
EVIDENCE FROM SUPERVISED PRACTICE			
Basic recording			
5.	Record of counselling hours	**20**	**38**
5a	Record of presenting issues	**20**	**39**
5b	Summary of client profile	**20**	**41**
6.	Record of supervision hours /dates	**20**	**42**
Evidence of competencies			
7.	Record of evidence of achievement of learning outcomes	**21**	**43**
8.	Reflective logs (min 20)	**21**	**48**
9.	Reflective assignment 1	**22**	**49**
	Reflective assignment 2	**23**	
	Reflective assignment 3	**23**	
10.	Case study	**24**	**50**
11.	Supervisor reports (6 monthly plus final report)	**24**	**51**
12.	Professional practice report	**25**	**52**
13.	Observed counselling sessions X 2	**25-26**	**53-58**
14.	Audio-recorded counselling sessions X 2	**27-28**	**59-61**
15.	Counselling Skills Development Plans (6 monthly, minimum 4)	**28**	**62**
	Statement of discontinuation of training		**63**

SECTION 2 DEVELOPING YOUR PORTFOLIO

Part 1 What your portfolio should show

The SACC accreditation panel is looking for evidence, across the range of material in your portfolio, which demonstrates how your learning, personal reflection and skills practice have developed your competence to practice as a volunteer alcohol counsellor. The panel will expect evidence of good practice throughout the portfolio.

Your portfolio should show that you have

- ✓ had experience of working with clients with a range of alcohol issues – and with a range of presenting / self-reported issues
- ✓ worked with people affected by others' alcohol use
- ✓ covered a range of experience - for example working with binge drinking or relapse prevention.

Note – the components of the portfolio cannot be created at the end stage, prior to submission for accreditation. You need to show the process over time - from training and throughout supervised practice.

As a participant, during the course of your training and supervised practice, you are expected to provide evidence of

- ✓ how your own personal development has informed your practice as a counsellor
- ✓ how reflection on your practice has informed the way you work
- ✓ how you use your adopted counselling approach to provide effective support to people with alcohol related issues
- ✓ how you evaluate you own work.

The portfolio checklist should form the front page of your portfolio. This can be found in Section 3 of this guidance and on-line at www.scotacc.org

Journaling

As personal reflection is a key part of developing your portfolio, participants may find it useful to keep a personal journal of their experiences of counselling once they begin supervised practice. Your journal would not need to be shown to anyone else - but extracts from it could be reproduced in your reflective logs for inclusion in the portfolio. It could also be used as a basis for discussion of client work in supervision.

Your counselling approach

SACC accreditation does not dictate any particular counselling approach – participants can use different counselling frameworks, as long as it is

- ✓ consistent with sensitive practice
- ✓ enabling people to understand their own issues in a more constructive way
- ✓ within the ethical standards of counselling practice.

You must articulate why you use the approach you favour and how it is effective in relation to the people you work with.

However, regardless of which approach you use in your counselling practice, you should show why motivational interviewing, cognitive behavioural therapy, and self-help approaches are seen as being effective in this area of work.

Taking time out

Occasionally a participant needs to take time out before completing accreditation. If you think you need to take time out this should be discussed with your supervisor in the first instance. Your supervisor will then discuss your need for time out with the relevant manager within your host organisation.

The reason for needing time out and the length of time off will be considerations in how and when a trainee can return to counselling.

Information on time out needs to be included in the portfolio to explain gaps in logs etc. This should be included in the six-monthly supervisor's report.

The participant will need to discuss and plan with their supervisor when preparing to return to the programme. This will also be discussed with, and confirmed by, the relevant manager.

It is essential to protect the wellbeing of both potential clients and the participant. Therefore it is important that participants do not return to client work until they are fully ready to do so.

Breaks of over two months

- a reduced client caseload on returning is suggested
- additional support and supervision should be made available
- some reading or research to refresh participant knowledge may be required.

Longer breaks of over six months - depending on the reason for time out, it is suggested that

- some personal therapy may be required in preparation for return
- some retraining may be required - depending on trainee's experience prior to the break.

Decisions about return to practice will be made in consultation with the trainee counsellor. However, it is ultimately the agency's responsibility to safeguard the wellbeing of clients and counsellors, in accordance with ethical guidelines, and they will make the final decision.

Discontinuation of Training

COSCA requires that participants receive a clear written statement about the process for participants discontinuing any of their validated courses.

A copy of this is available at the end of the templates section of this guidance. Please make sure that you read this and are clear about the process.

Providing evidence of your knowledge and understanding across your portfolio

Your portfolio should include evidence of the following qualities, skills and competencies.

Fundamental values and attitudes - the essential qualities of the counselling relationship

You should show that you have an understanding of the core conditions for counselling. Make sure you provide examples of different interventions to illustrate how you convey these values and attitudes through what you say in response to client needs.

For example you might

- illustrate the four aspects of acceptance - absolute worth, respect for autonomy, accurate empathy, and affirmation
- highlight the spirit of motivational interviewing, which consists of collaboration, acceptance, evocation and compassion, and indicate where there are substantial examples in your practice
- show specific use of named interventions such as open questions, affirmations, reflective statements and summaries
- use headings such as 'the use of empathy' or ' congruence' or 'acceptance' - followed by specific interventions.

Structuring of work - beginnings, middles and endings

You should show how counselling is structured into beginnings, middles and planned endings and how your interventions are related to each stage of the work.

You might give examples of

- your perception of the client's own agenda for change
- ideas for testing out how useful the work was to the client
- your thoughts on when the work might be concluded.

Use of specific information and knowledge related to addictions

You should indicate where you used your knowledge of alcohol /addiction in the process of supporting people.

You could show where you

- helped people to articulate the specifics of their drinking - when you worked with drink histories or used diaries
- explored concepts such as lapse and relapse
- positively explored different understandings of alcohol problems.

If you do not use these concepts, please ensure you provide reasoning and evidence for your alternative approach.

Working through problem-solving, planning, and sustaining changes

You should indicate where and how change occurred, what interventions seemed to work, or how you dealt with relapse issues. It is expected that participants develop ideas according to their own personal intuitions - so please note any effective, innovative approaches you use - as long as they are in keeping with ethical frameworks.

Working through ethical issues to ensure the integrity of the counselling relationship

You should also include examples of where you had to work through ethical dilemmas - both directly with clients and within supervision. This could include how you might have resolved issues such as keeping to time and task, clarifying the relationship, maintaining confidentiality or other authority issues.

Personal values and issues and professional development

You will need to reflect on how you use your awareness of your personal emotional and cognitive reactions to appropriately interact with your client. You might refer to likes and dislikes, fears, frustrations, identifications, or sympathies and how they either enhanced your practice or posed problems.

It is important that you note how the development of your self-awareness has supported the development of your practice over time.

Final Tip

Make sure that you provide different examples for each area above. It is accepted that good counselling practice cannot be divided neatly into these areas - there will be aspects of them in all the material within the portfolio. However you should be able to indicate times when one area seems most prominent.

DEVELOPING YOUR PORTFOLIO

Part 2 Evidence from the specialist training course

SACC Specialist Training course – Counselling People Towards Behaviour Change

This COSCA validated specialist course is designed to provide knowledge and skills for working within a counselling skills framework with clients who have alcohol-related issues.

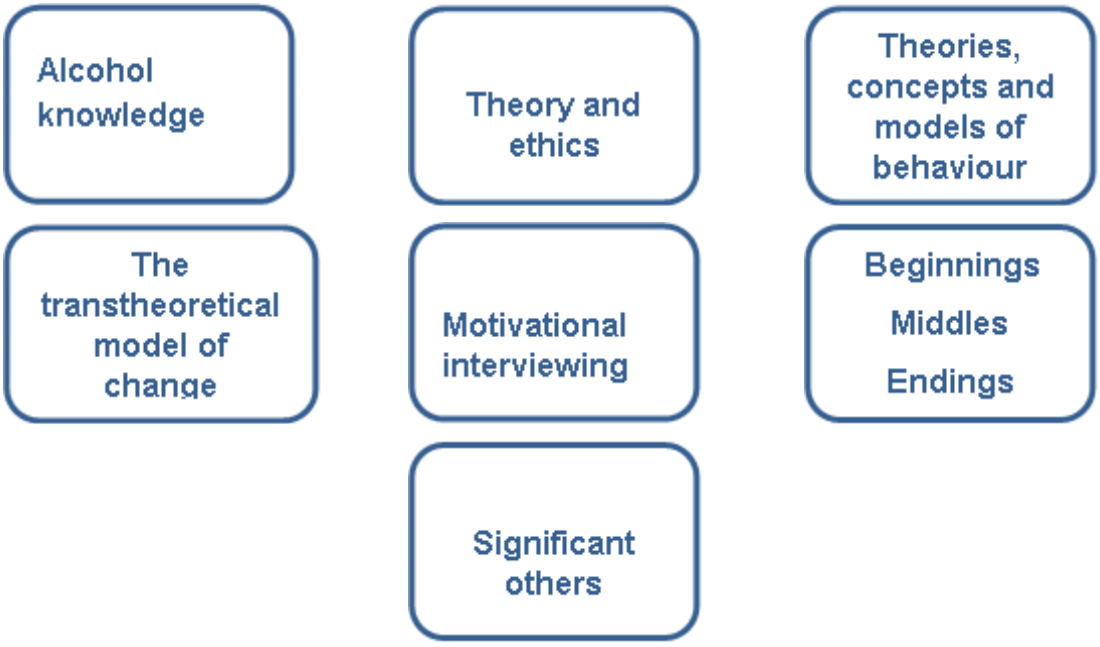
It is designed to supplement the COSCA counselling skills modules (or other generic counselling training) and builds on the approaches and values which participants will have already learned about and practised.

The course provides 30 hours face-to-face training including

- a variety of group experiential learning activities
- knowledge and theory
- skills practice
- individual reflective activities.

Remember – ability to attend all training sessions is a pre-requisite of the course. Please ensure that you can attend all the proposed dates before committing.

Counselling People Towards Behaviour Change Units



Participants are provided with a course handbook which provides all course materials and includes learning outcomes and assessment rationale.

Assessment during the SACC specialist training course

Assessment is integrated throughout the training course and this will be fully explained to you by the trainers.

Assessment is both formative and summative. You will be assessed via yourself, your peers and the trainer during the course plus there are formal requirements in order to complete the modules and progress through the training.

You must complete reflective logs throughout the course and a reflective assignment at the end. The trainers will provide full details of these - along with guidance and feedback to support your learning.

You will also need to evidence your skills practice, using observation and when feasible video/audio recordings.

The course trainer will provide a final assessment which

- ✓ confirms in writing that the trainee has completed the requirements of the initial training period
- ✓ comments on their experience of the participant
- ✓ outlines the participant's development needs during the practice aspect of their training.

Why include evidence from specialist training in your portfolio?

Evidence from training is not re-assessed at the accreditation stage, as this has already been signed off by the trainer. However, the reflective logs and assignment can provide a sense of the trainee counsellor's learning and development journey to accreditation, and so should be included in the portfolio. They may also highlight any particular learning needs for the participant, which may be included within your initial Counselling Skills Development Plan.

Evidence you need to include in your portfolio

Checklist item 1 Reflective logs from training course

You will be expected to complete a log after each training day. The trainer will then comment on and sign off each log. The logs will enable you to reflect on

- your learning and assimilation of knowledge
- how your own feelings, personal values and understandings relate to the material explored
- your participation within the group of participants
- developing and utilizing your self-awareness – what are you learning about yourself and how will you use this?

Your logs can be submitted in handwritten or electronic format, but it is your responsibility to retain copies for your portfolio. Template 1 Reflective log is available in Section 3 and also within the course participants' handbook or on-line at www.scotacc.org

Checklist item 2 Record of skills practice from training course

As a course participant you will need to include a record of your skills practice. This provides evidence of your learning through practice during the taught component of the training. The record includes your participant's reflective summary and a trainer summary.

Template 2 Record of skills practice summary and Template 2a for notes / evidence of the skills you have practiced are available in Section 3 and within the course participants' handbook or on-line at www.scotacc.org

Checklist item 3 Reflective assignment from training course

By the end of the training course participants will complete a reflective assignment of between 1000 to 1500 words. This will be based on the main learning covered in the training and should include

- your understanding of the approaches known to be effective in working with people with alcohol related issues
- how this learning will inform and influence your own counselling practice.

This assignment is detailed in the course participants' handbook.

Checklist item 4 Initial Counselling Skills Development Plan

Towards the end of the specialist training course participants will complete an initial Counselling Skills Development Plan. This highlights the areas of knowledge and skills you plan to focus on over the next 6 months. You will discuss this with your supervisor when you start your two year supervised practice within your host organisation. This initial plan should be included in your portfolio.

Template 4 Initial Counselling Skills Development Plan is available in Section 3 and on-line at www.scotacc.org

All assignments must be submitted by the date given by the course trainer. If you think you will require an extension of time to complete your course assignments, please make sure to discuss this with your trainer **before** the face-to-face training finishes.

Remember! When the trainer has signed off your course material you must put it into your portfolio. You will add to this during your two years of supervised practice.

Participants who have provided all required evidence will be registered with SACC and COSCA as having successfully completed the Counselling People Towards Behaviour Change specialist course and awarded a certificate of completion.

Successful participants can then continue their SACC accreditation journey by moving on to the supervised practice stage of the programme.

DEVELOPING YOUR PORTFOLIO

Part 3 Developing your portfolio during the two-year practice period

Supervised practice

Following on from successful completion of the SACC specialist alcohol course you are ready to commence the supervised counselling skills practice part of the programme.

During the supervised skills practice element of the training with your host agency, your supervisor will be assessing your development and the evidence you are collecting for your portfolio. Support from your supervisor will provide the opportunity for you to transfer your learning into the real world of practice.

You must complete 120 hours of practice over the assessed period – which is usually two years.

You will be expected to offer regular appointments to people using the service and to attend support and supervision sessions with your allocated supervisor.

You will be observed during your counselling sessions and will also use video or audio recordings as part of your learning and assessment in this phase. Any audio or video recordings are subject to strict guidance in relation to consent, storage and destruction.

Your portfolio can only be submitted if you meet the following criteria:-

- ✓ completed a minimum of 120 hours counselling
- ✓ seen a minimum of 12 clients with a range of presenting issues
- ✓ participated in the required supervision sessions.

You must keep a record of all your counselling practice hours and all your supervision hours within your portfolio.

A bit about your supervision

Ensuring that supervision takes place, and that the portfolio is developed, is a joint responsibility between the participant, the practice supervisor and the agency.

As a trainee volunteer counsellor your supervision will be arranged by the alcohol agency where you are volunteering. During your two year counselling skills practice you will be supported and supervised by your practice supervisor.

For new trainees an **initial supervision** should be held as soon as possible following your first counselling session. This is to ensure that the trainee

- is comfortable
- is confident
- can evidence the necessary counselling skills/competencies.

What your supervision will provide

Supervision is a formal and regular contracted arrangement between counsellor and supervisor.

Supervision

- provides a safe environment, containing supportive and challenging elements
- ensures that the full range of ethical considerations and standards of practice required by the agency are met by trainee counsellors
- ensures that the needs of the client are being met in a safe and appropriate manner
- provides an opportunity for the trainee counsellor to discuss and monitor work with clients.

Your practice supervisor will also support the development of your portfolio for submission to SACC for accreditation. This involves

- guidance on preparation of the portfolio
- supporting your progress against your counselling skills development plan
- completing supervisor's reports
- observing the participant's counselling practice
- assessing the participant's competence to practice and achievement of learning outcomes.

Number of supervision sessions

As a participant working towards volunteer alcohol counsellor accreditation with SACC, you are required to complete a minimum of 120 client counselling hours over your 2 years practice period.

This requires a minimum of 20 supervision hours, in line with COSCA guidelines (ratio of 1:6 supervision to counselling hours).

You must provide evidence of at least 20 hours of supervision in your portfolio.

Group supervision can only form approximately a quarter (5 hours) of the participant's supervision requirement.

For example - participants volunteering an average of 2 - 3 hours per week counselling (8 -12 hours a month) will have at least one and a half to two hours of supervision every month. This may be increased if you are volunteering more than this.

Remember! The host agency will factor in time for supervision when you are agreeing how many hours you are able to volunteer each week.

More information about the evidence required

The portfolio checklist on page 9 lists everything that must be included in your portfolio during your two-year supervised practice.

Your supervisor and you will complete the portfolio checklist as you progress. Here is a bit more detail on the information you need to include. The numbering matches that on the checklist.

Basic recording to evidence your practice

Checklist item 5 Record of counselling hours, dates and summary of client profiles

A list of all your counselling practice hours and dates must be provided within your portfolio. This must include attended, DNA's and cancelled and whether the counselling session was face-to-face, on-line or by phone. You should try and gain as much experience in different counselling settings as possible.

You can only have up to 60 hours of on-line/phone counselling – but there is no limit to the number of face-to face hours. So for example you may have 80 hours face-to-face and 40 hours on-line/phone.

Template 5 provides a simple format for recording this information.

You must also provide a profile of the clients you have worked with. This provides evidence that you have experience of different clients, with a range of presenting issues related to their alcohol use. It also shows if you have had the opportunity to work with clients for more than 1 or 2 sessions and have experience of planned endings.

This evidence should include

- numbers of clients who have attended
- whether client is the individual, family member or friend affected by alcohol use
- gender
- age bracket
- other presenting issues – e.g. other addictions, mental health issues
- number of planned endings.

Templates 5a (presenting issues) and 5b (client profiles) for recording this information can be found in Section 3 and on-line at www.scotacc.org

Please make sure you use these templates as specific information must be included.

Remember – always talk to your supervisor if you come across any presenting issues you feel may need additional support, skills or expertise. As a trainee counsellor you are not expected to deal with complex presenting issues until your supervisor feels you are ready to do so.

Checklist item 6 Record of supervision hours and dates

A list of supervision dates and duration must be provided. At the accreditation stage, the hours of supervision will be considered in relation to the counselling practice presented in the portfolio.

Template 6 for recording this can be found in Section 3 and at www.scotacc.org

Information that provides evidence of your competency

Checklist item 7 Evidence of achievement of learning outcomes

As the participant, you have a responsibility to collate evidence - across the two years of your supervised practice - to show that you are competent across the wide range of skills and knowledge required of a volunteer alcohol counsellor. These are laid out as learning outcomes.

Your supervisor will verify how and when achievement of each learning outcome has been evidenced, for example through your reflective logs, observed practice or assignments.

Template 7 Evidence of achievement of learning outcomes is available in Section 3 and online at www.scotacc.org

Checklist item 8 Reflective logs

Reflective logs should support participant development; provide evidence of personal reflection; and show how you develop as a counsellor over the two years.

A **minimum of 20** should be included in the portfolio from across your practice period - any big gaps in time between completion of logs should be explained.

Your reflective logs will relate to your particular learning and development needs. They should reflect a range of ideas and issues about what is going on in the practice for you as a counsellor.

You should discuss with your supervisor how best to use reflective logs – for example your log could be used as a way of preparing for supervision and exploring ways in which values were challenged by supervisor or client.

When each log is complete you should submit it to your supervisor who will provide feedback and comment.

Try to ensure each reflective log covers one or more of the following

- **learning/assimilation of knowledge** - evidence of your learning in relation to alcohol knowledge and interventions, alongside counselling knowledge and use of different approaches
- **reflection on feelings** – such as awareness of your feelings within specific scenarios
- **engagement in supervision** - for example reflection on dilemmas arising from client work and how they have been explored in supervision
- **utilizing self-awareness** - for example how you worked through judgements or resolved challenges - and your particular successes.

If you do keep a personal journal of your experiences of counselling, extracts from it can be reproduced in your reflective logs which can then be used as a basis for discussion of client work in supervision.

Remember! Your reflective logs provide evidence of you, as a counsellor, reflecting on what is going on for you in the practice. As with other areas of your portfolio, make sure your reflective logs provide a sense of you as a reflective practitioner.

Template 8 Reflective log is available in Section 3 and on-line at www.scotacc.org

Checklist item 9 Reflective assignments

Over the two years, participants will be expected to submit three 1000 words reflective assignments on work with clients.

ALL three reflective assignments should show

- how you have put the theory you have learned into practice
- provide your personal reflections on your use of counselling approaches.

The assignments must cover your work with a minimum of three clients on issues related to alcohol.

Across the three assignments you should show your knowledge of assessment and interventions for alcohol problems including

- issues related to relapse
- specific issues related to work with alcohol problems
- strategies and skills such as core conditions, person centred concepts, motivational interviewing, active listening and cognitive behavioural approaches
- why a particular approach was appropriate (or not).

Reflective assignment 1 – Beginnings

The first reflection may focus on the engagement process with one particular client - or contrast experiences with different clients.

You might include areas such as –

- creating a comfortable space where the client feels that they will be heard and understood
- acceptance
- building trust
- creating a sense of optimism about how counselling might be of use
- contracting
- the specifics of the alcohol issues - taking a drink history
- giving information on alcohol
- focusing and setting goals

Remember! Include personal reflections – how you felt about the work with your client and how it affected you.

Reflective assignment 2 – Middles

The second reflective assignment may focus on middle sessions with one particular client - or contrast experiences with two clients.

You should explore interventions appropriate to the middle phase of counselling where deeper or more complex issues may be examined.

You might include areas such as

- the deepening trust in the counselling relationship
- advanced empathy
- stuckness, challenging and immediacy
- supporting the client to focus on the changes they might want to make
- working through ambivalences
- detailed conversations about alcohol issues
- using your knowledge to support the client
- reviewing previous goals and negotiating next steps.

Remember! Include personal reflections – how you felt about the work with your client and how it affected you.

Reflective assignment 3 - Ending

The third assignment focuses on ending with the client – the preparation leading up to and the final appointment.

You might include areas such as

- preparation for ending – was it planned, who made the decision
- client/counsellor feelings in relation to ending
- difficulties of change
- problem-solving
- constructive resolutions of ambivalence
- reflection of the counselling process
- future plans/goals and support
- transition through the counselling process

Remember! Include personal reflections – how you felt about the work with your client and how it may have affected you.

Checklist item 10 Case study

A 1500 word case study must be included as part of your portfolio.

The case study should be a detailed account of the process, from beginning to end, of work with one client. This should demonstrate your knowledge and understanding of the counselling process and the skills and tools you used in each stage of the process (beginning, middle and ending).

You should include all aspects of the counselling relationship in the context of working with people with alcohol-related issues. Reference should be made on how supervision was used in relation to the work.

You might include areas such as

- referral
- beginnings with the client
- middles with the client
- reflection on the skills you used
- landmark events such as relapse
- preparation for ending and ending
- lessons you learned through your work with the client.

Remember! Include your personal reflections – how you felt about the work with your client and how it affected you.

Checklist item 11 Supervisor's reports

Your supervisor will be expected to endorse your practice by completing supervisor's reports on how you are developing as an alcohol counsellor over the two years.

These will be completed every 6 months (minimum of 4) with a final report which provides your supervisor's assessment of your competency to practice as a volunteer alcohol counsellor.

Within the reports, your supervisor will make specific reference to the process of the supervisory relationship and how that relates to your practice as a trainee counsellor.

The supervisor will also provide comments throughout your portfolio, which he/she feels would be helpful to the accreditation panel.

These might cover areas such as

- the developing supervisor/participant relationship
- your strengths and competencies
- any areas of uncertainty about your work as a trainee counsellor.

All practice supervisors supporting participants on the Certificate in Advanced Alcohol Counselling Skills have undergone recognized training in counselling supervision.

Template 11 provides a basic outline for supervisor reports and is available in Section 3 or on-line at www.scotacc.org

Checklist item 12 Professional practice report

When volunteering as a trainee counsellor you will be expected to evidence your competence in working to the professional standards required by your host organisation.

This differs from, but overlaps with, your counselling competencies. In some organisations your professional practice will be discussed during your supervision sessions. In other organisations you may have separate professional supervision sessions with a line-manager.

Professional practice includes aspects of you work such as

- time-keeping
- record keeping
- clear communication with clients and colleagues e.g. appointment times, diary
- ability and willingness to adhere to the organisations policies and procedures
- adhering to recognized ethical guidelines for counselling.

Template 12 Professional practice report is available in Section 3 and on-line at www.scotacc.org

Evidence of counselling practice - requirements

Over the two years a minimum of the following must take place

- ✓ **4 evidenced counselling practices**
- ✓ **at least 1 evidenced practice must be an observed session**
- ✓ **2 or 3 audio-recorded counselling sessions must be undertaken** (for example 2 observed and 2 audio-recorded or 1 observed and 3 audio-recorded)

It is recommended that the four observed/recorded sessions should be equally distributed over the two years.

It is considered good practice to have more than the stipulated four evidenced sessions.

Observing a counselling session during training

Where possible, trainee counsellors should observe actual sessions before they see their own first client. There is also benefit in using the opportunity to observe colleagues' practice throughout development, irrespective of stage of training.

Checklist item 13 Observed counselling sessions

Observed counselling sessions are considered to be an invaluable and necessary way of developing and monitoring practice. It is part of the requirements for participants working towards accreditation and sometimes used as part of ongoing supervision of practice for qualified counsellors.

An essential part of your portfolio is evidence of direct observation of your practice as a trainee alcohol counsellor. For accreditation purposes, it is required that observation of counselling sessions takes place at different stages of your training.

The responsibility to arrange observation relies overall on the participant in association with your supervisor.

Client Permission

Observed practice should never be conducted at the expense of the client or the therapeutic relationship. Careful and considered negotiations must take place before any such work is undertaken.

Trainee counsellors must ask the client's permission for any observation and a client consent form must be completed before any observed counselling session - and of course - the client has the right to refuse or to change his/her mind at any point before or during the observed session.

If the client agrees to observation of a session, the trainee counsellor should ensure that the room is arranged appropriately. The observer must not intrude on the session and should be present for the whole of the session to avoid any disruption.

Make sure the client is aware that he/she does not have to include the observer in the conversation. The session should be conducted in the usual way.

Template 13 client consent form for an observed counselling session can be found in Section 3 or on-line at www.soctacc.org

Observation by your supervisor

Your supervisor will observe your counselling practice, complete a checklist of the skills and competencies observed and identify any areas for improvement.

The checklist will be discussed with you following your observed counselling session and your supervisor's and your comments will be included.

Templates 13a (checklist) 13b (notes) and 13c (comments) Observed Counselling Sessions provide a recording outline for supervisors to use. These are available in Section 3 and on-line at www.scotacc.org

Checklist item 14 Audio recorded counselling sessions

Your portfolio should include evidence from two audio recorded sessions.

There are strict data protection requirements relating to any audio or visual recording of a counselling session.

SACC follows COSCA Guidelines for Data Recording: Use and Storage of Tapes, Discs & Electronic Material available at www.cosca.org.uk

Here are the things you must ensure

- ✓ the client is informed of how the recording will be used - who will listen to the material and for what purpose, how long the recording will be held, where it will be stored and how and by whom it will be destroyed. The client must be confident that the recording will be held securely - best practice would ensure that recordings are kept securely on the host organisation premises at all times
- ✓ you receive a signed agreement from your client before recording the sessions
- ✓ the client understands that they have the option to change their mind at any point before or during the recording
- ✓ the signed permission form is kept in the client's file
- ✓ the recording is only used for the purpose of assessing your skills within the counselling environment
- ✓ the recording is made on an audio recorder that allows the recording to be destroyed after use – it should not be copied onto hard-drives or uploaded onto web-based storage
- ✓ recordings are not made on mobile phones or tablets.

Template 14a a client consent form for audio recording is available as in Section 3 and on-line at www.scotacc.org

Following the recording of the counselling session you should choose a 10 minute section and transcribe the interaction between you and your client.

You will also need to write your reflections on the 10 minute section. The transcription and your reflections should be handed in to your supervisor who will discuss this with you and provide feedback.

All recordings must be destroyed after you have used them.

The anonymized transcript should be included in your portfolio. This also requires signed permission from your client.

You should include the following evidence from your audio recorded sessions in your portfolio

- an anonymized transcript of 10 min of the counselling session
- a brief analysis of how the 10 minute section you transcribed related to the rest of the session and why it was chosen
- your reflections on the transcribed part of the session
- evidence of the discussion between trainee alcohol counsellor and supervisor in relation to the transcription
- supervisor's comments.

Template 14a for the transcript of the session, with space for your reflections and feedback from the discussion between trainee and supervisor is available at Section 3 and on-line at www.scotacc.org

Checklist item 15 Counselling skills development plans

Counselling skills development plans are required at different stages of the portfolio. They relate to skills and knowledge which the participant aims to work on - and contribute to the whole picture of evidence within the portfolio.

Your initial development plan will have been completed at the end of the SACC specialist alcohol course (see p 16) before you start your supervised counselling practice.

You and your supervisor will update your development plans **every 6 months**, and these should be included in your portfolio.

A future development plan - outlining your objectives for ongoing skills development - should be provided when you submit your portfolio for accreditation.

Counselling skills development plans should demonstrate

- your ability to assess and identify your own skills or knowledge gaps
- your ability to plan how to address these gaps
- links with what is explored in your reflective logs and assignments and in supervision.

Template 15 Counselling Skills Development Plan is available in Section 3 and on-line at www.scotacc.org

DEVELOPING YOUR PORTFOLIO

Part 4 Submitting your portfolio

Development of your portfolio is a continuous process throughout the two years of your supervised practice. You will have been gathering evidence from day one and, by the time you are finished your supervised practice, all learning outcomes will be completed, evidenced and signed off.

120 hours is the minimum supervised counselling practice before accreditation – you may have more depending on your personal development needs.

SACC's aim is to provide confident, skilled volunteer counsellors who are competent to work with people who are affected by alcohol use. You will be an important resource for your host organisation and for your local community.

When you and your supervisor agree that you meet the skills and competencies required of a volunteer alcohol counsellor, your portfolio will be submitted to SACC for accreditation.

Supervisor's assessment of competency

Your practice supervisor will provide their assessment of your competence to practice in the final supervisor's report.

Evidence of how you have demonstrated your skills will be available through your record of achievement of learning outcomes (template 7) – which you will have been compiling over the two years and will have been verified by your supervisor.

You cannot submit your portfolio until your supervisor is satisfied that you meet the required learning outcomes and this has been endorsed by your host organisation. This safeguards you as a volunteer counsellor and ensures that people who come for counselling receive a high standard of support.

All SACC member organisations adhere to COSCA or BACP code of ethics and must ensure that all their counsellors, paid or voluntary, meet the required standards of practice and supervision.

If you are unhappy with your supervisor's assessment of your skills for any reason, you should discuss this first with your supervisor and then with the relevant line-manager within your host organisation.

The accreditation process - Certificate in Advanced Alcohol Counselling Skills

Your portfolio will be sent to a panel of SACC members for assessment and accreditation.

The SACC panel is made up of experienced practice supervisors or managers from more than one SACC organisation. Your submitted portfolio will not be assessed by someone from your host organisation.

Once your portfolio has been assessed you will receive a letter from SACC telling you either you have been awarded the Certificate in Advanced Alcohol Counselling Skills – or requesting some further evidence of your competency.

The Certificate in Advanced Alcohol Counselling Skills is validated by COSCA and evidences your competence to practice as a volunteer alcohol counsellor.

Participants who are awarded the Certificate in Advanced Alcohol Counselling Skills are eligible for COSCA counsellor membership (organisations). Details are available on the COSCA website.

SACC wishes you well on your counselling journey.

If you have any queries on any of the information contained in this guidance please contact sacc@scotacc.org

SACC's Complaints Procedure and our Equality and Diversity Policy are available at www.scotacc.org

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Volunteer Alcohol Counsellor Portfolio Checklist

Participant	**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			

Reflective log (training)

Scottish Alcohol Counselling Consortium

Template 1

Unit **Reflective log date**

Participant's signature

Trainer signature

Areas covered in this log	✓
learning/assimilation of knowledge	
reflection on feelings	
participation within the group of trainees	
developing/utilising self-awareness	

Record of skills practice (summary)

Scottish Alcohol Counselling Consortium

Template 2

Participant _____

Summary of practice sessions Please record dates of practice sessions you have participated in, along with the focus of the session.	
Date	**Focus of session /skills practice**

Trainer signature **Date**

Record of skills practice
Evidence of skills practice

Scottish Alcohol Counselling Consortium

Template 2a

Unit **Date**

Participant

Please record information about how you have practised any of the skills / learning listed below during this unit. You will not be expected to cover all these skills within one skills practice. You may also include any other skill you feel you have used during the practice for this unit.		
Skill	✓	**Example /evidence**
Open questions		
Affirmations		
Reflective statements		
Understanding of different models of addiction		
Fostering a collaborative atmosphere		
Understanding motivation to change		
Exploring ambivalence		

Developing discrepancies		
Responding to change talk		
Assessment of alcohol problems		
Skills to prevent and manage relapse		
Other		

Trainer summary

Trainer's comments on the development and learning of the trainee and what has been observed through the skills practice within this unit.

Participant signature

Trainer signature Date

Initial Counselling Skills Development Plan

Scottish Alcohol Counselling Consortium

Template 4

Date completed

Participant signature

Supervisor/ trainer signature

What areas do you plan to focus on in your first 6 months of practice?		
Knowledge	**How you will do this?**	**Review notes (to be completed in 6 months)**
Skills	**How you will do this?**	**Review notes (to be completed in 6 months)**

Client counselling hours – recording sheet

Scottish Alcohol Counselling Consortium

Template 5

Participant _____

Date	Face to face	On-line (O) / telephone (T)	Attended	DNA	Cancelled	Counselling time (e.g. 50mins, 1 hour etc.)	Any other comment
TOTAL							

Presenting issues of clients – recording sheet Template 5a

Scottish Alcohol Counselling Consortium

Presenting issues have been grouped into 8 categories. The total number of clients in each category should be logged on the client information template for your portfolio. Note - you are recording the number of clients with each issue – not the number of times the issue is raised during counselling. A client may have several presenting issues, but each issue should only be recorded once per client. You should use this form whether your client is the primary person affected or a significant other.

Remember – always talk to your supervisor if you come across any presenting issues you feel may need additional support, skills or expertise. As a trainee counsellor you are not expected to deal with complex presenting issues until your supervisor feels you are ready.

Issue	Client count
Alcohol (A)	
- Regular Drinking	
- Binge Drinking	
Other substances (OS)	
- Amphetamines	
- Cocaine	
- Cannabis	
- Ecstasy	
- Opiates	
- NPS (new psychoactive substances)	
- Misuse of prescription drugs	
- Other	
Other Addictions (OA)	
- Gambling	
- Internet/Gaming	
Mental Health (MH)	
- Anxiety (Clinically Diagnosed)	
- Self-reported symptoms of anxiety	
- Depression (Clinically Diagnosed)	
- Self-reported Low Moods	
- Suicidal Ideation	
- Self-Harm	

Trauma (T)	
- Adverse Childhood Experiences (ACE)	
- Adult Sexual Violence	
- Domestic Violence	
- Assault	
- Accident	
Physical Health (PH)	
- Alcohol related issues	
- General health	
- Chronic Pain	
- Insomnia	
- Diet	
- Exercise/Activity	
Health and social welfare (W)	
- Isolation	
- Relationship Problems	
- Bereavement	
- Unemployment	
- Financial Issues	
- Homelessness	
- Accommodation Issues	
Other (O) Please list	

Summary of clients' profiles for portfolio

Scottish Alcohol Counselling Consortium

Template 5b

Participant _____

Client No/ ID	Gender			Age			Primary person affected	Sig. other	Presenting issues (see guidance)								Date 1st Appt.	Attend 1 apt only	Planned ending
	M	F	O	<25	25-55	55>			A	OS	OA	MH	T	PH	W	O			
	M	F	O	<25	25-55	55>	Primary person	Sig. other	A	OS	OA	MH	T	PH	W	O		1 apt only	Planned ending
Total																			

Record of supervision

Template 6

Participant _____

Supervisor _____

Date of supervision	Duration	Participant signature	Supervisor signature
Total hours of supervision			

Evidence of achievement of learning outcomes

Scottish Alcohol Counselling Consortium

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) supervised practice and initialled by participant (trainee counsellor) and supervisor.

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

1.1 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				

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				

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**	**Dates**	**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**	**Dates**	**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.				

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**	**Dates**	**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**	**Dates**	**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.				
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**	**Dates**	**Initials**	
			P	**S**
7.1 Participant is able to maintain professional records and case notes.				
7.2 Participant is able to maintain a calendar / diary of their activities and ensure colleagues/managers know what they are doing and when.				
7.3 Participant understands the importance of good time-keeping and can organise and manage their own time.				
7.4 Participant understands the expectations and boundaries of professional conduct within the working environment of an alcohol support agency.				
7.5 Participant can communicate in a professional and confidential manner within that working environment.				

All learning outcomes completed

Practice Supervisor Signature: _____ Date: _____

Participant Signature: _____ Date: _____

Reflective log (supervised practice)

Scottish Alcohol Counselling Consortium

Reflective log date

Template 8

Participant signature

Supervisor signature

Areas covered in this log	✓
learning/assimilation of knowledge	
reflection on feelings	
engagement in supervision	
utilising self-awareness	

Reflective assignment

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Template 9

Reflective assignment number		Title	Date completed

Case study

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Template 10

Date completed	

Supervisor's report

Scottish Alcohol Counselling Consortium

Template 11

Report date **6month** ☐ **12month** ☐ **18month** ☐ **24month/final** ☐

Participant signature

Supervisor signature

Professional practice report

Scottish Alcohol Counselling Consortium

Template 12

Date completed

Participant signature

Supervisor/line-manager signature

Areas covered in the following reports	✓
time-keeping	
record keeping	
clear communication with clients and colleagues	
adherence to organisation's policies and procedures	
adherence to recognized ethical guidelines for counselling	
6 months	
12 months	
18months	
24 months /final	

OBSERVATION OF COUNSELLING SESSIONS – CONSENT FORM

Observed counselling sessions are part of the requirements for trainees working towards counsellor accreditation and sometimes used as part of ongoing supervision of practice for qualified counsellors.

As part of ongoing development and monitoring practice, your counsellor seeks your consent to have their supervisor observe a counselling session.

I understand that

- this is for the sole purpose of being able to provide evidence of my counsellor's practice and skills
- any reference to the observed counselling session will be completely anonymous
- the skills used by my counsellor will be observed and noted during the session and will be discussed with their supervisor afterwards
- a summary of the skills observed during the session will be included in my counsellor's development folder as evidence of their skills and ability
- I can change my mind about having my counselling session observed either before or during the session.

I understand the above conditions and give my consent to my counselling session on _____ being observed.

Client signature_____

Date _____

Counsellor's signature _____

Date _____

Supervisor's signature _____

Date _____

This form must be held in the client's file.

Observed counselling session checklist

Scottish Alcohol Counselling Consortium

Trainee counsellor name

Template 13a

Observed practice date

Empathy	Observed YES/NO
Unconditional positive regard	Observed YES/NO
Genuineness	Observed YES/NO
Attentive listening	Observed YES/NO
Appropriate questioning	Observed YES/NO
Focusing	Observed YES/NO
Clarification	Observed YES/NO
Reflection of content	Observed YES/NO
Reflection of feeling	Observed YES/NO
Goal setting	Observed YES/NO
Problem solving	Observed YES/NO
Decision making	Observed YES/NO
Summarising	Observed YES/NO
Identified areas for improvement	

Observed counselling session notes

Trainee counsellor name

Scottish Alcohol Counselling Consortium

Template 13b

Observed practice date

Empathy	Observed YES/NO
Examples	
Unconditional positive regard	Observed YES/NO
Examples	
Genuineness	Observed YES/NO
Examples	
Attentive listening	Observed YES/NO
Examples	
Appropriate questioning	Observed YES/NO
Examples	

Focusing	Observed YES/NO
Examples	
Clarification	Observed YES/NO
Examples	
Reflection of content	Observed YES/NO
Examples	
Reflection of feeling	Observed YES/NO
Examples	
Goal setting	Observed YES/NO
Examples	

Problem solving	Observed YES/NO
Examples	
Decision making	Observed YES/NO
Examples	
Summarising	Observed YES/NO
Examples	
Identified areas for improvement	

Observed Counselling Session
Supervisor and trainee comments

Scottish Alcohol Counselling Consortium

Template 13c

Trainee counsellor name

Date of observed session

Practice supervisor's comments
Trainee counsellor's comments
Supervisor signature **Date**
Trainee counsellor signature **Date**

AUDIO RECORDING OF COUNSELLING SESSIONS – CONSENT FORM

As part of ongoing self-development counsellors occasionally need to record a counselling session. A short part of the session is then written out word for word as a transcript. The counsellor will use the anonymized transcript in discussion with their supervisor.

I understand that

- this is for the sole purpose of being able to provide evidence of my counsellor's practice and skills
- only my counsellor will listen to the recording
- the recording and transcript will be anonymous and stored in a secure place
- my counsellor will write up a 10 minute section of the session
- this written 10 minute section will discussed with her/his supervisor
- the recording will be destroyed after it has served it purpose and this will be within a period of 6 months from the date of recording
- I can change my mind about having my counselling session recorded either before or during the session.

I understand the above conditions and give my consent to my counselling session on _____ being recorded and a ten minute anonymized transcript being written.

Client signature_____

Date _____

Counsellor's signature _____

Date _____

This form must be held in the client's file

Audio-recorded counselling session

Scottish Alcohol Counselling Consortium

The recording this transcript was taken from was destroyed on _____ (date)

Template 14a

Destroyed by: Name_____ Designation_____

Verified by: Name_____ Designation_____

Transcript of client	**Transcript of counsellor**	**Counsellor reflection**
Feedback from discussion / development points		
Supervisor signature		**Date**
Trainee counsellor signature		**Date**

Counselling Skills Development Plan

Development plan number **Date completed** **Template 15**

Participant signature

Supervisor/ trainer signature

What areas do you plan to focus on over your next 6 months of practice?		
Knowledge	**How you will do this?**	**Review notes (to be completed in 6 months)**
Skills	**How you will do this?**	**Review notes (to be completed in 6 months)**

Scottish Alcohol Counselling Consortium

Discontinuation of participants on SACC's Certificate in Advanced Alcohol Counselling Skills course

The time and commitment required of participants progressing onto the supervised practice element of the course will have been made clear to you during your induction and during the earlier stages of the course.

Assessment and feedback from the earlier stages of the training indicate that you are competent to continue onto supervised practice as a trainee volunteer counsellor.

COSCA requires that participants receive a clear written statement on the process for discontinuation of participants on any COSCA validated course.

Please ensure that you read, understand and accept the procedure outlined below.

Outline of procedure for discontinuation of participants

Page 12 of the guidance for trainees and supervisors makes clear that it is the agency's responsibility to safeguard the wellbeing of clients and counsellors, in accordance with ethical guidelines, and that they will make the final decision in relation to ongoing practice for any trainee volunteer counsellor.

Participants are expected to maintain the professional standards required by their host organisation - laid out one page 24 and template 12 of the guidance:-

- time – keeping
- record keeping
- clear communication with clients and colleagues e.g. appointment times, diary
- ability and willingness to adhere to the organisations policies and procedures
- adhering to recognized ethical guidelines for counselling.

If there is concern around these areas, or any other concerns around practice (including not developing competencies to the standard required) the host agency will:-

- raise the issues with the participant
- discuss and agree approaches to resolving the issues within an agreed timescale
- review improvement in practice

If it is not in the participant's or clients' interest for the training to continue, the host agency will explain the reasoning behind this and agree the management of leaving the course in a supportive way.

If you decide you are not able to continue with the course, this should be discussed with your supervisor and the host organisation. If there is no feasible alternative (for example time out) the host agency will support you in this decision and plan and agree the management of leaving the course with you, in a supportive way.

Participants can make a complaint about any decision they do not agree with through SACC's Complaint Procedure available at www.scotacc.org