**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** | |