

**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](http://www.scotacc.org)