## INTRODUCTION
- Introduction .................................................................................................................. Pg 3
- Contact details of M.CAP/GradDipCounselling and field education staff ....................... Pg 4

## THE MASTER OF COUNSELLING AND APPLIED PSYCHOTHERAPY AND GRADUATE DIPLOMA OF COUNSELLING
- The Master of Counselling and Applied Psychotherapy and Graduate Diploma of Counselling ........ Pg 6
- Master of Counselling and Applied Psychotherapy course outcomes .......................... Pg 7
- Master of Counselling and Applied Psychotherapy course outline ............................. Pg 8
- Graduate Diploma of Counselling course outcomes .................................................. Pg 9
- Graduate Diploma of Counselling course outline ..................................................... Pg 10

## Part One - PLACEMENT REQUIREMENTS
- Clinical placement unit ............................................................................................. Pg 11
- Student learning outcomes ....................................................................................... Pg 13
- Clinical placement unit outline .............................................................................. Pg 14
- Introduction to placement ....................................................................................... Pg 16

## Part Two - PRE-PLACEMENT
- Preparing for placement ......................................................................................... Pg 18
- Choosing a placement ............................................................................................. Pg 20

## Part Three - THE PLACEMENT
- The placement cycle .............................................................................................. Pg 28
- Step by step guide to placement ............................................................................. Pg 30
- Placement requirements ........................................................................................ Pg 32

## Part Four - ASSESSMENTS
- Summary of assessments ....................................................................................... Pg 35
- Placement performance report ............................................................................... Pg 37
- Placement logbook ................................................................................................. Pg 42
- Formal supervision sheet ....................................................................................... Pg 44
- Client signature sheet ............................................................................................. Pg 45
- Clinical supervision sheet ..................................................................................... Pg 46
Welcome to CLN501A Practicum 2 – Clinical placement.

Four practicum units are integrated into the Master of Counselling and Applied Psychotherapy curriculum to provide students the opportunity to put into practice theories, linking classroom learning with real life situations. Two of these units, CLN501A (Practicum 2 – Clinical placement) and CLN602A (Practicum 4 – Trainee Clinic), require students to complete 160 placement hours and 50 client contact hours in total over two years. This complies with the clinical requirements of the Psychotherapy and Counselling Federation of Australia (PACFA). PACFA is a highly regarded peak organisation in Australia in the field of counselling and psychotherapy.

This placement manual was developed to provide information regarding the College’s field education policies and requirements. It is intended to provide students valuable information regarding fieldwork -- from pre-placement planning to post-placement requirements. Accordingly, we strongly encourage you to read the entire document prior to undertaking CLN501.

If you have questions or require clarification on any of the information provided herein, please feel free to contact any of the field education staff.
CONTACT DETAILS OF MCOUNS. & APP. PSYCHOTHERAPY/GRAD DIP COUNSELLING AND FIELD EDUCATION STAFF

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Ph: (02) 9493 7811

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Field and Clinic Placement Coordinator
ywaldman@laureate.net.au
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MASTER OF COUNSELLING AND APPLIED PSYCHOTHERAPY
AND GRADUATE DIPLOMA OF COUNSELLING
The Master of Counselling and Applied Psychotherapy (M Couns. & App. Psychotherapy), including its two nested awards (Graduate Diploma of Counselling and Graduate Certificate in Counselling), represents a milestone for Jansen Newman Institute. It consolidates JNI’s wealth of teaching experience into a coherent experiential learning program, and in doing so fulfils its responsibilities to potential students and the community by ensuring that graduates are ethical and professionally skilled helpers.

The M Couns. & App. Psychotherapy builds upon JNI’s highly respected two year Graduate Diploma of Counselling and Applied Psychotherapy (GDCP) program. At its heart is JNI’s distinctive emphasis on the three-pronged approach to counselling and psychotherapy education (clinical application and integration, personal development and theoretical mastery) while simultaneously responding to the current and anticipated future demands in this field. In accordance with the 2014 PACFA Training Standards, the program is of two years duration (full time) and integrates personal learning with clinical training and includes more than 200 hours of face to face teaching/learning.
## Master of Counselling and Applied Psychotherapy

### Educational Outcomes

**Students will develop knowledge of:**

- Advanced theories of human development
- Ethics, professional standards and behaviours
- Issues and trends affecting diverse groups within contemporary Australian culture
- Evaluation techniques for a range of therapeutic modalities
- Therapeutic strategies and interventions
- Contemporary theories of individual, group and organisational behaviour
- Contemporary research to enhance knowledge and professional practice development.

**Students will develop skills in, and have experience of:**

- Critically evaluating counselling and psychotherapy strategies and interventions
- Establishing a therapeutic relationship with clients
- Responding appropriately in a therapeutic setting
- Applying high standards of ethical and professional practice as a counsellor and psychotherapist
- Engaging in contemporary debates about the present and future developments of counselling and psychotherapy
- Advocacy in a range of contexts.

### Vocational outcome

On successful completion of the course, graduates will be able to seek employment as a counsellor or psychotherapist in a range of local, state and federal government agencies, NGOs, faith based services, community health centres, hospitals and private sector organisations and business settings. Students will also be able to establish their own counselling or psychotherapy practice providing services to both individuals and organisations. Students will be able to join a PACFA member organisation. Graduates may choose to undertake further education in the field.
# MASTER OF COUNSELLING AND APPLIED PSYCHOTHERAPY
## COURSE OUTLINE

### YEAR ONE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY401A</td>
<td>Practicum 1 – Advanced Therapeutic communication</td>
</tr>
<tr>
<td>PSY402A</td>
<td>Theories and practices of counselling</td>
</tr>
<tr>
<td>PSY403A</td>
<td>The counsellor: Ethics, legal &amp; professional issues</td>
</tr>
<tr>
<td>PSY404A</td>
<td>Understanding Social- and emotional behaviour across a lifespan: An Introduction to Developmental Psychology</td>
</tr>
<tr>
<td>CLN501A</td>
<td>Practicum 2 – Clinical placement</td>
</tr>
<tr>
<td>CLN502A</td>
<td>Practicum 3 – Integrating theory into Practice</td>
</tr>
<tr>
<td>CLN513A</td>
<td>Mental Health – Therapeutic Assessment and Intervention</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
</tbody>
</table>

### YEAR TWO

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY601A</td>
<td>Group therapy 1</td>
</tr>
<tr>
<td>RES602A</td>
<td>Advanced Social Research Methods</td>
</tr>
<tr>
<td>CLN602A</td>
<td>Practicum 4: Trainee clinic and individual support learning sessions</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
<tr>
<td>RES603A</td>
<td>Research Project</td>
</tr>
<tr>
<td>PSY604A</td>
<td>Group therapy 2</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
</tbody>
</table>
**Graduate Diploma of Counselling**

*Educational Outcomes*

**Students will develop knowledge of:**
- Advanced theories of human development
- Theories of counselling and human change
- Communication processes and skills for practice as counsellor
- Ethics and professional standards, behaviour and professional issues
- Issues and trends affecting diverse groups within contemporary Australian culture.

**Students will develop skills in, and have experience of:**
- Establishing a therapeutic relationship with clients
- Responding appropriately in a therapeutic setting
- Critically evaluating their own communication skills and practice styles for use in counselling
- Critically evaluating counselling and psychotherapy strategies and interventions.

*Vocational outcome*

On successful completion of the course, graduates will be able to seek employment as a counsellor or related role in a range of local, state and federal government agencies, NGOs, faith based services, community health centres, hospitals and private sector organisations and business settings.

Graduates may choose to undertake further education in the field.
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLN401A</td>
<td>Practicum 1 – Therapeutic communication</td>
</tr>
<tr>
<td>PSY402A</td>
<td>Theories and practices of counselling</td>
</tr>
<tr>
<td>PSY403A</td>
<td>The counsellor: Ethics, legal &amp; professional issues</td>
</tr>
<tr>
<td>PSY404A</td>
<td>Understanding Social- and emotional behaviour across a lifespan – An introduction to developmental psychology</td>
</tr>
<tr>
<td>CLN501A</td>
<td>Practicum 2 – Clinical Placement</td>
</tr>
<tr>
<td>CLN502A</td>
<td>Practicum 3 – Integrating theory into practice</td>
</tr>
<tr>
<td>PSY513A</td>
<td>Mental Health: Assessment &amp; intervention in therapy</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
</tbody>
</table>
In the second half of year one, students will undertake a clinical placement under the approval of the Field and Clinic Placement Coordinator at JNI and the agency supervisor. The placement of 160 hours may be attended full-time over a four week period or part time for a period of up to 12 – 14 weeks depending on the number of hours per week. While on placement, students must receive a total of 4 hours of supervision by the site supervisor. These may be weekly 15 minute sessions or one hour per every 40 hours of placement.

CLN501A Practicum 2 – Clinical placement

Section 1: General Information

1.1 Unit administrative details

<table>
<thead>
<tr>
<th>Name of Unit</th>
<th>HE Award(s)</th>
<th>Duration</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLN501A Practicum 2 – Clinical placement</td>
<td>Master of Counselling and Applied Psychotherapy</td>
<td>12 weeks</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>Graduate Diploma of Counselling</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2 Core or elective unit

Core unit

1.3 Unit weighting

<table>
<thead>
<tr>
<th>Unit Weight</th>
<th>Total course points</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 credit points</td>
<td>GradDipCounselling</td>
</tr>
<tr>
<td>80cps</td>
<td>MCounts. &amp; App.Psychotherapy</td>
</tr>
<tr>
<td>160cps</td>
<td></td>
</tr>
</tbody>
</table>

1.4 Student workload

The expected student workload for this unit is:

- 3 hours of preparation (1 x 3hrs lecture) PLUS
- 160 hours in field placement PLUS
- Up to 10 hours of face-to-face clinical counselling *(for M.CAP students only)* PLUS
- Up to 3 hours of clinical supervision *(for M.CAP students only)* PLUS
- 4 hours of formal supervision from a site supervisor
- TOTAL HOURS = 180 hours (maximum).
<table>
<thead>
<tr>
<th>No more than 10 hours direct client contact</th>
<th>In addition, students can undertake up to 10 hours of individual counselling to begin their professional clinical training hours (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 hours clinical supervision</td>
<td>Up to 3 hours of clinical supervision to support the individual counselling</td>
</tr>
<tr>
<td>4 hours formal supervision</td>
<td>Four hours of formal supervision from a site supervisor, <strong>one hour for every 40 hours of placement completed</strong></td>
</tr>
</tbody>
</table>

* Placement activities will include a range of workplace functions and will be negotiated as part of the workplace contract; they may also include professional/academic reading related to their placement.

1.5 **Modes of Delivery**
   
   One face-to-face lecture plus placement

1.6 **Prerequisites**

   Completion of all 400 subjects.
### Section 2 – Academic Details

#### 2.1 Student learning outcomes

On successful completion of this unit students will be able to:

1. Identify, analyse and demonstrate clear boundaries when working with clients
2. Critically reflect on and monitor own practice in working with clients, including demonstrating the ability to identify when a client may need to be referred and why
3. Critically analyse the value of case management and clinical supervision
4. Demonstrate an understanding of policies, procedures and referral systems of a welfare or related organization
5. Demonstrate the value of making links with community services and networks and engaging in cross disciplinary conversation and professional alliances.

#### 2.2 Unit content and structure

The term Clinical Placement refers to the fact that the organisation carries out clinical work, but not necessarily the student. To undertake this unit, students will obtain a placement of 160 hours within a community services organisation such as a community counselling agency, government counselling or welfare centre, child or youth service, neighbourhood centre, community corrections, hospice or hospital pastoral care setting (and with special permission their place of work). They will be required to use this placement to build upon and consolidate their counselling skills with a variety of client groups and presentations.

The practical placement experience will be supported with supervision in a variety of workplace formats (e.g. case conferences).

In addition to the 160 hours placement, students may undertake up to 10 hours of individual face-to-face counselling to begin their more formal clinical training hours. **This is subject to the placement organisation’s approval and NOT compulsory for this subject.** This individual counselling will be supported by up to 3 hours of clinical supervision from the Jansen Newman Institute.

Indicative topics and when they will be discussed are outlined below.

| 2 to 12 | 160 hours of clinical placement  
Up to 10 hours direct client contact (not compulsory)  
Up to 3 hours of clinical supervision relating to client contact  
One hour of formal supervision from site supervisor for every 40 hours of placement completed.  
**Students are responsible for ensuring they participate in one formal supervision session for every 40 hours of placement completed, for a total of four hours (one hour for each week or 40 hours of placement).**  
**Students will be encouraged to seek additional informal supervision at their placement for each day of their placement.** |
| 13 | Review of fieldwork placement experiences |

#### 2.3 Teaching methods/strategies

Experiential fieldwork in a community placement supported by informal and formal supervision.
2.4 Prescribed and recommended readings

Prescribed text

Recommended readings
As part of your course you are required to complete a 160-hour placement. Placement work enables you to develop your understanding of day to day practice and from this, contribute to building a theoretical and skill base of your own. Although the College will be assisting you in finding a suitable placement to fulfil this component of the course, you are encouraged to identify opportunities for placements yourself. Such a placement needs to be deemed suitable by the Field and Clinic Placement Manager.

Suitability is the underpinning pillar for the selection of a placement - both for you as the student and the

As much as possible, placements are arranged in accordance with each student's background, skills, experience, professional/academic interests and career aspirations.

Using paid employment to obtain supervised practice and satisfy the placement requirement of the course is NOT allowed. Some exceptions may apply and are subject to a range of conditions and approval by JNI prior to commencement of placement. Contact your Fieldwork Coordinator for further information. There will be a written agreement between the organisation, JNI and you as the student.

BENEFITS OF DOING PLACEMENT

As a student, these experiences allow you to:

- Put into practice and consolidate theoretical knowledge in individual and/or group environments;
- To work with a variety of clients in different settings in the community;
- Capitalise on and expand existing experience;
- Gain a sound understanding of the placement (organisation’s) objectives in relation to practice;
- Interact with skilled clinicians and practitioners; and
- Explore career options.

At JNI your commitment to your placement and clients is taken very seriously. It is through your placements that you are not only completing your practical requirements, but also assisting ‘real’ people with ‘real’ problems/issues. Therefore, we ask you to be flexible in terms of your approach and availability. If you wish to discuss this further please contact the Field and Clinic Placement Coordinator on Ph: (02) 9218 8850
Preparation should begin prior to commencing a placement unit. Thus, you are encouraged to read the placement information available on Blackboard and to contact the JNI Success Coach for further information at least a month prior to commencing your placement unit. This should provide you with all the relevant information you will require when deciding when and where you can and should undertake your placement.

Students are required to complete one compulsory three-hour lecture in the first week of the trimester before staring subject CLN501A. This way you will have already gone through all the topics for discussion by the end of week 1. This will allow you to commence clinical placement in week 2 provided all pre-placement requirements have been met and the WIL (Agreement for work integrated learning) has been signed by all parties involved. Thus, it will be beneficial for you to have read this document as well as the prescribed readings before week 1. Kindly refer to the prescribed readings on the next page.
# RECOMMENDED READINGS

## CLN501A Practicum 2 – Fieldwork/Clinical Placement


<table>
<thead>
<tr>
<th>TOPICS</th>
<th>Book, chapters and page numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transference, counter transference, parallel processing</td>
<td>Chp. 8 “Projection, touch, transference and counter transference revisited, pp. 134-150:</td>
</tr>
</tbody>
</table>
CHOOSING A PLACEMENT

Field education is an integral and critical part of your education as a counsellor/psychotherapist. The College expects that you will approach this component of your program with the same level of commitment you give to your academic units, if not more. This entails you actively participating in completing your placement requirements as well as taking responsibility for your own learning. Nonetheless, please note that once you have commenced your placement work you are now a representative of JNI, and the level of your performance and attitude towards your work will be a reflection on the College. Always remember that the College endeavours to maintain good relationships with its industry partners not only for your benefit but for the benefit of future students as well.

It is normal to feel a bit anxious when you are about to start your placement. This can be further heightened when you are unsure what to consider when choosing an organisation to successfully satisfy the practical component of your program. It will be good as a starting point to consider the following:

**Initial Research**

**CLN501A** – 160 hours completed over a minimum of 2 days a week over a maximum of 12-14 weeks in the trimester timeframe. Supervision is provided by the placement organisation.

You are welcome to apply for any placement opportunities the Success Coach or Field and Clinic Placement Coordinator sends out via email

1. Do not underestimate the time it takes to find a suitable placement. As a minimum it takes around six weeks in total from beginning to end. Working with children or police checks can take approximately three weeks and these may be required by your placement organization.
2. Firstly you will need to identify what client demographic you are interested in working with whether it is children & youth, drug & alcohol, homelessness, aged care, women, welfare, housing etc and also the type of organisation including government, community agency or in the human services sector.
3. Do you have any previous skills or life experience to bring to the work as this could influence the type of placement chosen?
4. Use your own knowledge and utilize any contacts you already know in the profession or organisation.
5. Research using the internet community organisations in your chosen field and geographical area. Start with your local council website as they usually list the main community organizations in the locality and often provide links to these sites.
6. Draw up a long list initially of about 10 organisations if possible ranking them in preferential order.
Appropriate experiences in a placement

As a student, these are the types of experiences that must be a part of placement:

- Professional practice – a student extends their knowledge and skills in a practical environment
- Self-management – being able to direct their own activities
- Communication – transfer information clearly
- Documentation – providing appropriate evidence
- Assessment/information gathering – providing and evaluation
- Intervention – getting someone to seek professional help
- Evaluation – using standard criteria
- Group skills - Building and maintaining working relationships
- This can be through: Observation/Participation
  - Direct Client contact
  - Case Management
  - Face to face counselling where appropriate
  - A Project
  - Policy development
  - Community development strategy
  - Advocacy and support work
Things to consider before applying for placements

- Your location – Do you wish to do a placement close to home? Are you prepared to travel?
- Your interests – Do you have a specific career path? Are you open to as many experiences as possible? Do you want to move outside your comfort zone?
- If you have any existing contacts in the industry. Are you already working in the area? Do you have contacts through social networking? Do you have family or friends that may be able to take on a fellow student?
- What is your availability? Can you do the block placement?
- Do you have any relevant past experience?
- The location of the organisation, including the street address, phone and fax numbers and if possible an email address
- A description of the organisation and mode of service provision as well as a philosophy/mission statement
- Nature of the client group, for example age, particular issues, cultural identity
- Staffing arrangements- Is there a manager, are there full time staff members or is it mainly volunteers?
- Learning opportunities
- Name and contact details of placement supervisor or coordinator at organisation

Guidelines for approval of placement organisations

- Does the site hold any memberships to professional groups/organisation?
- Are they accredited/certified?
- Any affiliations with other appropriate organisations
- Do staff members regularly update their skills?
- Orientation - Theoretical orientation of the site
- Type of service users
- WHS policies

**Qualities of site supervisor to meet requirements of the course**

- What are their professional qualifications?
- Do these qualifications meet professional standards?
- Is the supervisor active in professional organisations?
- What are their backgrounds and experiences?
- They must meet the training and professional development needs of the student
- What model/method of supervision is used?
- What are their professional/practice functions versus their administrative functions?

**Other considerations**

- Does the organisation meet the standards for Master of Counselling and Applied Psychotherapy and Graduate Diploma of Counselling?
- If your placement is to be in a small community you will need to discuss with the Field and Clinic Placement Coordinator the possibility of dual relationships.
- If you are in a small community JNI understands that you may have limited resources/qualified staff within your area.
- Will you be able to fulfil the requirements in an appropriate timeframe?
- Will you have opportunities for observation and face to face counselling at this placement (optional)?
- Will this placement be able to provide the hours required?
CONTACT PROCEDURE WITH PROSPECTIVE PLACEMENT ORGANISATION

In approaching your placement, we ask you to be both proactive and flexible. Like any placement, you may be required to travel in order to meet your placement requirements.

JNI has established relationships with a variety of community organisations that take students ranging from working in women’s shelters, drug and alcohol rehabilitation centres to private schools and community support providers.

When you have researched and decided on a placement and/or if you have a specific placement in mind (one that is not on our database) you are required to meet with the Field and Clinic Placement Coordinator to discuss its suitability, as it must meet both the course and insurance requirements.

Although all learning opportunities are invaluable, you simultaneously need to be realistic in terms of your own time and availability. In essence, it is hoped that the learning experience will be mutually rewarding for you and the placement organisation.

Making Contact

1. Approach each organization by either speaking to them face to face if you are local, phoning and asking to speak to the Manager or the designated co-ordinator for student placements or email introducing yourself and JNI telling them that you will be calling in the near future. You could do a combination of the above. Be clear about the placement requirements before you phone with regards to hours, time period and supervision. We have a standard email letter available for your use when approaching organisations.

2. If you contact them and they do not reply you will need to notify the Fieldwork Coordinator giving the name and contact details of the organization so we can follow up.

3. If they are interested or ask you to apply to them contact the Fieldwork Coordinator so we can follow up and give them information about JNI.

4. If you feel you do not receive an adequate response to your enquiry again please forward the details to us.

5. Once you have exhausted your long list then you will need to re-assess your initial choices and widen your choice of placement further.
CONTACT PROCEDURE WITH PROSPECTIVE PLACEMENT ORGANISATION

Securing your placement

If an organization agrees to take you on placement for CLN501A you need to request a WIL (Agreement for work integrated learning) from our Industry team @ wil@laureate.net.au.

1. After all parties involved have signed this document (the organisation’s placement supervisor, and yourself) you need to return the WIL to the same e-mail address.

2. Once a copy of his document has been received by the Fieldwork- Coordinator she/he will then get in touch with the organization’s placement supervisor, so he/she get a sense of who we are at JNI.

3. It is normal practice for a student to be interviewed first and then sometimes induction or initial training is involved.

4. A firm start and anticipated completion date needs to be put into place as well as the hours to be completed on placement. This can be negotiated at the interview stage. There is a minimum requirement of two days a week over a maximum 12-14 week period for CLN501. It is possible to complete the placement full time over five weeks or more days over a shorter time frame.

5. Often the organization will ask for police or children checks to be completed and these can take up to three weeks or more.
**Placement Hours, Costs and RPLs**

**Hours**

You will be required to undertake a placement, and you will be in attendance during the same hours as the staff of the organisation. No time and a half or double time can be taken for evenings, weekends or public holidays. It is one hour equivalent to one hour.

When you undertake CLN501A Fieldwork placement, you must complete 160 placement hours with the organisation. In addition, you can deliver up to 10 hours of individual counselling to begin your clinical training hours for subject CLN602A (MCAP). You can complete the placement hours required from a minimum of four weeks (40 hours per week) to a maximum of 12 weeks (two full days per week at 7 hours per day).

If you cannot complete your placement within these timeframes, you are able to apply to the Fieldwork and Clinic Placement Coordinator for a two-week extension, but you must produce either a medical certificate or letter from your placement supervisor stating the reasons preventing you from completing the placement.

**Costs**

All costs associated with travel to and from the placement are your responsibility. However, any costs incurred as a direct result of working for the organisation should be reimbursed by the organisation.

**Applying for Recognition of Prior Learning (RPL)**

If previous fieldwork or organisational experience has given you sufficient skills and competencies to meet JNI’s requirements, you may apply for RPL for CLN501A.

RPL for CLN501A Practicum 2 - Clinical placement is conducted on a case by case basis in which the content of prior learning, whether it is academic or other industry experience is assessed and can be translated into course credit. Refer to the next page for additional information.
To apply for an RPL for CLN501A you must submit a completed application *Course Credit Application Form* to the Field and Clinic Placement Coordinator. The application should include a detailed resume and certified copies of supporting documents. This should be submitted **prior to the start of the Trimester**. You will be advised in writing of the outcome of your application within 10 working days.

Copies of supporting documents must be certified as true copies of the original documents. These may include, but are not limited to the following:

- Academic transcript of results from previous education institution
- Course syllabus from the previous education institution
- Evidence of relevant work experience
- CAPA/PACFA documentation
- Supervision documentation
- Certificates/results of assessment
- Indentures
- Results/statement of attendance/certificates (in house courses, workshops, seminars)
- Position descriptions
- Work examples
- Specific evidence as identified by Register Administrator and/or Registrar and/or Register Committee Chair
- Diaries/task sheets/job sheets/log books
- Certificate of membership of relevant professional associations
- References/letters from previous employers/supervisors
- Industry awards
- Any other documentation that may demonstrate industry experience related to the training course requirements
- Third party verifications
- Recent performance appraisal, annual reviews, supervisor’s evaluations, etc.
Starting on placement

- Before you start your placement, your placement supervisor will need to complete the WIL. After signing Scan and email it to the Industry Team at wil@laureate.net.au copying in the Fieldwork and Clinic Placement Coordinator at JNI. During the first couple of weeks, the Field and Clinic Placement Coordinator will be in contact with your supervisor regarding how you are settling into your CLN501A placement. You will need to ensure you discuss your Learning Contract with your supervisor to set goals that you would like you achieve whilst on placement.

- An orientation with the organisation, staff, client group, and type of service provided by the organisation is essential. It is recommended that you try to procure documentation and/or information to assist with this process. It is likely that you will be assigned to a clinician/ supervisor or staff member.

In a placement, you will also need to tread a fine line between being respectful of the generosity of the placement organisation, the person you report to/supervisor’s time, and meeting your course requirements. In other words, you are required to carry out your practice within the placement organisation, as directed, and in addition to achieving the required hours, you should also work at achieving and reviewing the outcomes stated in your ‘self-directed learning contract’.

- Each day you will need to record your hours in the Placement Logbook, a copy of which you find at the back of your Placement Manual and get the supervisor to sign off at the end of the day. Each session of supervision must also be signed off by the supervisor using the form at the back of the Placement Manual. Refer to **recording placement hours – Required documentations** on the next page.

- The Fieldwork and Clinic Placement Coordinator will get in touch with your supervisor every 2 – 3 weeks throughout the placement. You are asked to inform the Fieldwork Coordinator two weeks before completion of your placement so a final phone call to your organisation can be arranged

- If you have any questions or concerns at any time during your placement, do not hesitate to contact the Clinic Coordinator at JNI.
THE PLACEMENT CYCLE

Recording Placement Hours- Required Documentation

There are three documents associated with placements.

1. Placement Logbook - At the end of your placement, you are required to return your signed logbook to JNI. We require the organisation to verify and sign off on all your hours. *(A copy of the logbook is attached to the back of this Manual)*

2. Formal Supervision sheet is to be completed by the placement supervisor and returned to JNI after placement completion. *(A copy of the Formal Supervision Sheet is attached to the back of this Placement Manual)*

3. Placement Performance Report is to be completed and signed by the placement supervisor. *(A copy of the Placement Performance Report is attached to the back of this Manual)*

In addition to this, at the end of the placement, it is your responsibility to ensure that the *Placement Logbook, Placement Performance Report, and Formal Supervision Sheet are completed and uploaded on Blackboard.*

Finishing your Placement

At the conclusion of the placement, you are required to notify the Field and Clinic Placement Coordinator and upload your Assessment 2 and Assessment 3 on Blackboard Refer to the assessment brief available on Blackboard. You are to submit a critical evaluation of your achievements during your Fieldwork placement and an analysis of the organisational structure of your placement agency, referring to the criteria listed in your initial learning contract. Assessment 3 includes the submission of all required documents (as listed above). Make sure to take a photocopy of all documents for your records.
SUMMARY: STEP-BY-STEP GUIDE TO PLACEMENTS

1. Inquire about a placement
2. Notify and discuss with Field and Clinic Placement Coordinator (phone or make an appointment at reception)
3. An interview between you and the organisation needs to be arranged
4. At the interview take along the Placement Manual and be prepared to discuss your learning outcomes
5. Attend an orientation and get your Site Supervisor to complete the WIL and email it back to Industry Team and the Fieldwork Coordinator
6. At the conclusion of your placement, review your experience with your Placement Supervisor and notify the Field and Clinic Placement Coordinator for a final discussion
7. At the end of your placement you are required to hand in the completed logbook along with the placement performance report and the Supervision sheet
LEAVE, ACCIDENTS, RISK OF UNDERPERFORMING, WITHDRAWING AND GRIEVANCE

Sick leave
If you are sick during fieldwork and cannot attend, you must notify the placement organisation that you will not be attending and your expected return date. Most fieldwork activities and placements will require that the time be made up.

Accidents
If you are involved in an accident during your placement, report it to the placement organisation supervisor and the Fieldwork Coordinator.

Risk of failing/underperforming
Any issues and performance problems between yourself as the student and supervisor are directed to the Field and Clinic Placement Coordinator for resolution.

If failing the fieldwork/placement unit is likely, the following procedure will be followed:

1. You will be notified by the Field and Clinic Placement Coordinator.
2. The Field and Clinic Placement Manager, in consultation with the JNI Academic Progression Committee (if required), will mediate and provide possible solutions.

Withdrawing from Placement Policy
If you should wish to withdraw from your placement temporarily or permanently, you must show sufficient causes for the withdrawal. If all options for saving the placement have been exhausted, you must notify the Field and Clinic Placement Coordinator and the Site Supervisor BEFORE withdrawing.

If the organisation requests termination of your placement, they must notify you and the Fieldwork and Clinic Placement Coordinator in writing stating the reasons for your withdrawal.

If the placement supervisor requests the reallocation of your placement location, they must notify the Field and Clinic Placement Coordinator in writing stating the reasons for the placement change.

You as the student are expected to complete the placement hours within the allocated time frame. In the event of an early withdrawal, termination or reallocation from a placement the Field and Clinic Placement Coordinator will organise a meeting with you and relevant parties to discuss your case.

Grievance
Should any issue arise that you wish to formally complain about, please refer to the Academic and Non-Academic Grievance Policy. However, please note that you are encouraged to see the Field and Clinic Placement Coordinator in the first instance if you are having issues related to trainee clinic. If it cannot be resolved at this level, then you are encouraged to refer to the Think/JNI Academic and Non Academic Grievance policies and procedures.
Types of Supervision/ Supervisors

Field and Clinic Placement Coordinator - is a JNI academic staff member responsible for supervision and assessment of a placement and/or student.

Duties:

1. To facilitate communication between College, students and Agency/Site Supervisors for the placement experience.

2. To maintain communication before and during placement with Agency/Site Supervisors and students. Placement contacts will be made at least three times per placement. These will include the Agency/Site Supervisor and the student. Additional contact may also be made at the request of the College, the student, or the Agency/Site Supervisor.

3. To provide consultation and resolution for problems presented by students and Site Supervisors.

4. To validate each student’s performance level based on the Agency/Site Supervisor’s assessment of the student’s achievement of objectives and professionalism.

Fieldwork Supervision – This is carried out via phone/skype/zoom meetings by the Field & Clinic Coordinator.

Agency/Site Supervision – is carried out by a member of the placement organisation staff. They are to ensure the students’ safety as well as allocate and oversee their daily activities within the organisation. They will also provide students an hour of formal supervision for every 40 hours of placement the students have completed.

Clinical Supervision- where required, is carried out by a JNI lecturer who is also a trained counsellor with approved levels of qualifications and experience to clinically supervise counselling students and counselling professionals.

Modes of supervision

- One to One – One student to one Agency/Site Supervisor
- Shared or Joint supervision – one student to two Agency/Site Supervisors
- Two to one – two students to one Agency/Site Supervisor
**PLACEMENT REQUIREMENTS**

**Insurance**

JNI insurance covers all interns at a placement up until completion of the subject with Educators Professional Liability and Student Work Experience Insurance. The Certificates of Currency will be included with the MOU.

**Placement Documents**

All placement documents are provided at the end of this Manual. These documents record your hours and activities during your placement.

The Documents consist of the three sections:

1. The logbook is a record of hours you have completed at the organisation which your supervisor has to sign off at the end of each shift and you must upload on Blackboard at the end of your placement. Failure to do so will result in you having to complete extra hours. Should you require another copy of the logbook, you can download an electronic copy of this manual from the JNI learning portal and print off the section you require.

2. The formal supervision sheet which the site supervisor has to sign after every formal supervision undertaken.

3. The Placement Performance Report has to be completed by your placement supervisor.

4. The client signature sheet which clients must sign at the end of your face to face counselling sessions. Please note that this is only required of students who are seeing clients for counselling, and not compulsory for CLN501A.

5. Clinical supervision sheet which your clinical supervisor must sign at the end of each clinical supervision session. Please note that this is only required of students who are seeing clients for counselling, and not compulsory for CLN501A.
At the end of your placement on blackboard—the Logbook, Formal supervision sheet, Placement Performance Report, client signature (if you counselled clients face-to-face), and clinical supervision sheets (if you counselled clients face-to-face). We also strongly suggest that you photocopy the client signature sheet for your records as client signatures are required for validation of hours.

As the intern, it is solely your responsibility to take care of your placement documents. If the hard copy of your logbook gets lost then the procedure is as follows:

1. You must notify the Fieldwork Coordinator that you have lost the hard copy of your logbook.
2. You must print off your electronic copy and get your supervisor to sign off on the whole logbook.
3. You must then attach the photocopy of your client signature sheet to the signed copy of your logbook and hand it into the clinic office where it will be reviewed.
4. The Field and Clinic Placement Manager will confirm with the organisation that you have completed your hours.
5. You will be notified of the outcome

**CHECKS**

**Police Criminal Check**

Some agencies may require you to have a police check done. It is up to you to initiate this yourself. For information about the Police Criminal Check, you can visit the following link: www.nationalcrimecheck.com.au.

**Working with Children Check**

Some agencies may require you to have a Working with Children check. The agencies themselves will have these on file. Each organisation has the original on file so you may be asked to do one for your placement.

CLN 501A has three assessment tasks: a Learning Contract, an essay, and submission of documents. Please see below for a summary of the requirements for each task.

**Learning Contract**

As a student in a placement, you are encouraged to think deeply about your learning experience and how you can best maximize this opportunity. The self-directed learning contract will encourage you to do this by developing greater understanding of:

- What you want to learn;
- How you intend to achieve your learning outcomes/goals; and
- How you will know when you have achieved these goals/outcomes

As your learning contract develops you will begin to take ownership of your training and to identify particular areas of interest which you would like to develop. In a sense, the learning contract is a living document which you can amend at any time as your needs evolve. Please see below for an example of what a learning contract may look like. This assignment has no word limit, yet must show at least 12 – 14 outcomes.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Resources / Strategies</th>
<th>Date</th>
<th>Evidence</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase knowledge on Drug and Alcohol abuse</td>
<td>Read placement org. literature on D&amp;A</td>
<td>End week 4</td>
<td>Procure reading material</td>
<td>Discuss and ask questions of supervisor &amp; other staff</td>
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<td>Develop greater competence in inviting clients to develop new awareness</td>
<td>Practise reframing, respectful confrontation &amp; reflection</td>
<td>End placement</td>
<td>Video sessions and compare to theory</td>
<td>Review and Discuss with supervisor</td>
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<td>Communicate more assertively and responsibly</td>
<td>Reread “Really Relating” &amp; set goals in weakness areas</td>
<td>End week 6</td>
<td>Speak for self Ask for needs to be met</td>
<td>Feedback from staff Supervisor &amp; clients Or ask for it!</td>
</tr>
<tr>
<td>Improve abilities of working in a team environment</td>
<td>Staff cafeteria, Consult staff, Share information</td>
<td>End placement</td>
<td>Feedback from staff</td>
<td>Supervisor confer With staff &amp; Observation</td>
</tr>
</tbody>
</table>
**Essay**

All CLN 501A students are required to submit an essay which is to be submitted in week 12.

The essay is a self-reflective piece on your achievement of your learning goals against your learning outcomes. For more detailed information about this part of the assessment please go to the learning portal.

**Submission of evidence**

All CLN 501A students are required to also submit the signed evidence of 160 hours completed in the placement, as well as the placement performance report completed by your supervisor & the placement supervision sheet.
## Placement Performance Report

**Placement Performance Report** (to be completed by the Agency/Site Supervisor)

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**Scale**

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<tr>
<th>Competency</th>
<th>Behaviour</th>
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<tr>
<td>E</td>
<td>Excellent Intern performs exceptionally at all times, at the level of a qualified practitioner</td>
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<tr>
<td>G</td>
<td>Good      Intern performs above the level expected of a student</td>
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<tr>
<td>A</td>
<td>Adequate  Intern performs at the level expected of a student</td>
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<tr>
<td>P</td>
<td>Poor      Intern performs below expected level in some areas</td>
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<tr>
<td>VP</td>
<td>Very Poor Intern is not safe to practise in this area independently</td>
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<tr>
<td>NA</td>
<td>NA        Not Applicable</td>
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**Scale:** Excellent (E), Good (G), Adequate (A), Poor (P), Very Poor (VP), Not Applicable (NA)

### Achieved Competencies – General

1. Understood the placement organisation’s clinical objectives

2. Communicates assertively and responsibly

3. Functions effectively in a helping team

4. Able to offer respectful feedback

5. Establishes appropriate boundaries in working relationships

6. Able to work well independently

7. Shows initiative
## PLACEMENT PERFORMANCE REPORT

**Scale:** Excellent (E), Good (G), Adequate (A), Poor (P), Very Poor (VP), Not Applicable (NA)

### ACHIEVED COMPETENCIES – Clinical

*(To be completed only if the student has undertaken face to face counselling while on placement in your Agency)*

1. Demonstrated competence in skills promoting a ‘working alliance’ with a client or group of clients e.g. empathy, summarising

2. Demonstrated competence in assisting clients explore core issues, e.g. open-ended questioning, paraphrasing

3. Demonstrated competence in inviting clients to new awareness e.g. through respectful confrontation, reframing

4. Demonstrated competence in goal setting and therapeutic monitoring

5. Possessed a wide knowledge of established approaches

6. Communicated lucidly and succinctly in speech and writing

7. Ethical in practice

8. Demonstrated respect and appreciation for issues of gender, culture, religion, ethnicity, age status and sexual preference

### Additional comments:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

**Agency/Site Supervisor’s Signature:** ……………………………………………………………..
4.1 Introduction

4.1.1 Supervision is a formal, collaborative process between supervisor and supervisee, which monitors, develops and supports supervisees in their clinical role. Supervision is an essential component of any training program.

4.1.2 Supervisors must play more than an administrative role during supervision and seek evidence of clinical competence by their supervisees.

4.2 Principles

4.2.1 Methods of supervision. Supervision may be conducted either in one-to-one or small group settings.

4.2.2 Supervision group size. Groups should not normally be larger than six participants. Although 6 participants is deemed the maximum size for optimal supervision learning, in training circumstances the first 20 hours can be conducted within a group of up to 12 members. All subsequent hours must be conducted in groups of no more than 6. In groups of more than 12 members, no hours will be counted towards supervision.

4.2.3 Modes of supervision presentation. These may include live interviews, audio or audio-visual recordings, formal case presentations, process and/or case notes. Client consent should be sought as a precondition of recorded or live interviews.

4.2.4 Supervision should include a clear supervisory contract with an approved supervisor.

4.2.5 The level of supervision should be appropriate to the level of complexity of the course being offered.

(Refer to Appendix 2 of the 2014 PACFA Training Standards for the clinical supervision definition:)

4.3 Supervisor Credentials

4.3.1 It is the task of the particular Member Association to determine the qualifications required by supervisors who prepare trainees for membership. However, as supervision presumes a level of competence beyond the most basic, supervisors should have been eligible to be clinical members of a relevant professional association for at least three year, i.e. a minimum total of 5 years clinical experience. Supervisors should meet the PACFA Supervision Training Standards.
PLACEMENT LOGBOOK AND OTHER FORMS
Student’s name .......................................................... 

Placement Organisation ..............................................  

Supervisor’s Name .................................................... 

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NOTE: Students on placements are required to complete an hour of formal supervision for every 40 hours of placement completed.

*Formal supervision will be provided by the Agency/Site Supervisor or, in the absence of a qualified agency staff to supervise students, by the Fieldwork Supervisor identified by JNI.
## Client Signature Sheet

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Clinical Supervision Sheet

Student’s Name ..............................................

Clinical Supervisor’s Name ...............................  

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<th>Number</th>
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<th>Clinical Supervisor’s Signature</th>
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