**PLACEMENT AGREEMENT – INTERNAL**

**TRAINEE COUNSELLOR**

**WORKING WITHIN A CENTRE OF THE COUNSELLING FOUNDATION**

Period of Agreement: 2 years

Date of Agreement: November 2019

**1. BACP Ethical Framework and Counselling Foundation Policies**

All Trainee Counsellors are required to be conversant with and adhere to the BACP Ethical Framework for Counsellors, the Centre Manual (relating to your placement centre), the Clinical Handbook, the Course Handbooks and the Policies and Procedures of the Counselling Foundation.

**2.  Clients**

All caseloads are at the discretion of the Supervisor and Head of Counselling and Training. Trainee Counsellors are expected to inform the Head of Counselling and Training and Programme Tutor if they do not expect to be able to provide counselling sessions for 46 weeks of the year. Trainee Counsellors are free to accept or reject a client which may be offered to them in consultation with their supervisor.

**3.  Client Fees**

Trainee Counsellors are responsible for negotiating an appropriate fee with each client. This is in accordance with the procedures followed at the initial assessment for the client. This is discussed with the assessment counsellor and finalised at the first session. This discussion takes into consideration the client’s ability to pay.

Fees are to be collected by the Trainee Counsellor at each session and paid to the Centre Administrator, in accordance with the Counselling Foundation practice.  An official receipt for all monies received must be issued to the client.

A regular review of fees will take place on a six-monthly basis or at a time agreed with the Centre Head and Supervisor

**5.  Supervision**

Trainee Counsellors will be placed in a weekly or fortnightly group and are expected to inform the Supervisor if they are unable to attend supervision. Trainee Counsellors are expected to attend either weekly supervision for 46 weeks or fortnightly for 23 weeks of the year when they will be providing counselling services to Foundation clients. Clients are allocated to Trainee Counsellors within the supervision group at the discretion of the Supervisor, in consultation with the Trainee Counsellor. Trainee Counsellors are required to complete bi-annual assessments; mid-year reports and end of year reports. These reports are signed by Trainee Counsellor and supervisor.

Clinical responsibility in respect of client work rests with the Head of Counselling and Training.

PLEASE READ CLINICAL HANDBOOK WITH FULL DETAILS RELATING TO SUPERVISION.

*See guidelines in Clinical Handbook*

**6.  Meetings**

Regular Counsellors' meetings are organised to discuss matters of common interest to the life of the Centres.  All Trainee Counsellors are expected to attend Centre Counsellor meetings.

**7.  Complaints procedure**

Complaints by a Trainee Counsellor relating to the Centre will be addressed in the first instance by the Programme Tutor and/or the Clinical Manager.  If a Supervisor is involved this should be discussed in the first instance with the Supervisor concerned and as necessary mediated by the Head of Counselling and Training and/or Centre Head.  Please refer to Procedural Paper TC12 for dealing with trainee counsellor concerns as listed in the Clinical Handbook.

*See guidelines in Clinical Handbook*

**8. Equal Opportunities Policy**

Trainee Counsellors should familiarise themselves with the Counselling Foundation Equal Opportunities policy and adhere to it in their dealings with clients, members of the public, other counsellors and staff.

**9.  Termination of Agreement**

This is an agreement is of 24 months duration to work in conjunction with the Diploma or Advanced Diploma training course being undertaken by the Trainee Counsellor. The end of the training course will usually differ from the end of client work. The ending of client work must be agreed and approved by the Supervisor, Programme Tutor and/or Training Manager.

In exceptional circumstances, where the professional integrity of a Trainee Counsellor is in question, any change in this period would be determined jointly by the Supervisor and Head of Counselling and Training.  In the case of a breach of professional ethics suspension from client work may be instant.

**10.**  **Ending with clients**

Trainee Counsellors planning to leave the Foundation would bring their client work to a close before ending their agreement. The needs of clients must be paramount.

*See guidelines in Clinical Handbook*

**11.  Non-solicitation**

A Trainee Counsellor may not, without The Counselling Foundation’s prior written consent (which shall not be unreasonably withheld), at any time during the period of this Agreement, or within one year after its termination, solicit business from, deal with, or supply services directly or indirectly to, any person or organisation to whom the Trainee Counsellor has provided services in her/his role as a Trainee Counsellor, or about whom the Trainee Counsellor has acquired details in the course of her/his work on behalf of the Foundation.

**12. Confidentiality**:

Confidential information arising during your Agreement period must not be disclosed at any time. For the avoidance of doubt, information or knowledge of a confidential nature includes, but is not limited to, any information which relates to tender / funding information, personal data, sensitive personal data, systems or business affairs and methods of operation or proposed methods of operation of either the Foundation, or the records or other information concerning any staff member, customer or client of the Counselling Foundation. Confidential information also includes information relating to the Counselling Foundation employees or the Counselling Foundation. If in any doubt as to what constitutes confidential information, the Trainee Counsellor shall seek guidance from the Foundation and agreement from either the Head of Counselling and Training or the Training Manager which we be provided in writing.

**13. Information** **Governance Policies**;

Trainee Counsellors must familiarise themselves and comply with the Foundation ‘Information and Governance’ policy and procedures when at the Foundation offices or attending the Foundation activities and functions. These include up to date confidentiality policies in the Centres and on the website www.counsellingfoundation.org.

**14. Status**

Both parties confirm absolutely that the Trainee Counsellor has entered into this agreement as a Trainee Counsellor on a Placement and that s/he is not, nor shall for any purpose be regarded as, an employee of The Counselling foundation.

**Signed in agreement of the above:**

Once the Centre Head has signed this contract, please send **one** copy of this formto **training@counsellingfoundtion.org** or post to the address below.

The Counselling Foundation

Training

1 College Yard

Lower Dagnall Street

St Albans

Hertfordshire

AL3 4PA

Once the Training office has a copy of this contract you will be able to start seeing clients.

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| **STUDENT** | | | |
| Name |  | Date |  |
| I confirm that in signing this agreement I have read and understood the policies and procedures regarding placements as outlined on The Counselling Foundation web page.  <https://counsellingfoundation.org/training/online-resources/course-content/policies/> | | | |
| Signature |  | | |

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| **CENTRE** | | | |
| Centre |  | Date |  |
| Centre Head |  | | |
| Centre Head Signature |  | | |

|  |  |
| --- | --- |
| **TRAINING** | |
| Date received |  |
| Signature |  |