



## **Guidance for Trainee Placements at Seva**

SeVA offers trainee counsellors' studying on Diploma or equivalent level courses the opportunity for a substantial amount of appropriately contracted and supervised counselling practice with our clients. All trainees must have been assessed individually for their readiness to begin client work by their tutors and provide evidence of this.

Before commencing as a trainee with SeVA, interested trainees must complete Seva's internal counsellor training course followed by an interview with the clinical lead who will assess their suitability for becoming a trainee counsellor with SeVA.

Trainees will gain experience of making, maintaining and terminating contracts with clients. They will be expected to see two clients initially, increasing this to four clients per week for a minimum of 42 weeks of the year. All trainees are asked to remain for twelve months beyond the point where they have achieved their required number of counselling hours. If for some reason this becomes difficult we ask that you inform us as soon as possible of your change in circumstances as we have a duty of care to all of our clients.

The needs of the clients are paramount at all times. Trainees should therefore be assured that Seva is an appropriate placement agency for their particular circumstances and their training course.

Trainees must also be aware, that the allocation of appropriate client work and their own progress towards competency cannot be certain or completely predictable and trainees should allow for the possibility of having to extend their training period in order to complete the required number of practice hours and to achieve the necessary level of competence.

The requirements of trainees in relation to case loads and types of client is fully recognised by Seva and taken into account. All prospective clients are assessed by a team of experienced counsellors and the Clinical Lead will judge which clients are appropriate for allocation to trainees. Clinical support is readily

available from the clinical lead and trainees are encouraged to discuss any issues of concern with her.

Trainees are also provided with full managerial and supervisory support. They will be expected to maintain such records as the agency requires and to keep up to date with Seva's policies and procedures and abide by them. They will also be expected to be responsible for maintaining communication with Seva regarding any circumstances that might affect their ability to maintain a working relationship with Seva and with Seva's clients. For example illness or changes in family circumstances.

Trainees are required to be working within the BAPC Ethical Framework requirements on ethical practice and should become increasingly accountable and responsible for their counselling practice.

Seva reserves the right to communicate with the training provider if there are serious or irresolvable concerns about a trainees' ethical practice or fundamental competence or safety.

Supervision.

Seva expects all trainees to attend mandatory group supervision once a month and to attend monthly individual supervision with one of the Seva independent supervisors. Seva agrees to pay for this monthly individual supervision unless the session is not attended and no explanation for this has been given in good time. In this case the supervision session will be charged to the trainee.

Seva supervisors are expected to communicate with the agency if there are serious or irresolvable concerns about a trainee's ethical practice or fundamental competence /safety.

Trainees are required to be governed by the confidentiality policy which is operated by Seva.

Permission must be given by the agency and anonymity safeguarded in relation to the presentation of client work to a training course or in the training environment. Permission must also be sought, both from the agency and from the client, for the audio or videotaping of client sessions for the purposes of their course and a contract of agreement entered into with the client, stating ownership of the material, agreement of how it may be used, how it will be

safeguarded, how it will be disposed of and who will have access to it. A copy of this agreement should be given to the service manager.

Seva encourages reciprocal feedback between trainees, supervisors, training course tutors and ourselves including formal reporting on the trainee's competence if this is required. We will also verify the number of client hours a trainee has completed if so required.

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