



Iron Mill College

Education & Training in Mental Health & Wellbeing

Established 1981

Morwenstow
7 Barnfield Crescent
Exeter
Devon
EX1 1QT

Dear Colleague,

An Invitation to join the Iron Mill College Supervisor List

At IMC we believe that good supervision plays a vital role in assisting our students as they move from inexperienced trainees towards becoming confident, competent and creative professionals. We are therefore developing a selected list of supervisors who meet the criteria for our BACP accredited training. This will assist our students in finding a supervisor who is appropriately qualified and experienced to meet the considerable learning and developmental needs of students in training.

Our lists will be accessed by all IMC students electronically and in hard copy by county. This will help students find supervisors (as well as therapists, work-based learning providers and placement providers) in their chosen geographical location.

We would like to develop this list on the basis of a mutual ongoing commitment to good practice. There will be no charge for joining; instead we invite you to read the attached criteria list and application form carefully, and welcome your application. All practitioners who meet the criteria will have an entry. Your entry will last for 2 years, at which time we will invite you to reapply and update your information. You may, of course, cancel your listing at any time.

If you would like to join the list, you may apply online, or download the form to post.

You are welcome to get in touch with any questions; thank you for your time.

Best wishes

Jackie Lambert
Placement Coordinator

The Iron Mill College
Head Office
Morwenstow
7 Barnfield Crescent
Exeter
Devon EX1 1QT
TEL: 01392 219200

Application Form: IMC Supervisor List

In submitting this application form, I am declaring that I meet all of the following criteria, and am willing to provide evidence on request. Please indicate Yes or No:

- | | |
|---|---------------|
| 1. I have a qualification in Supervision
(a Postgraduate Certificate in Supervision or further) | Yes/No |
| 2. I have a qualification in Counselling or Psychotherapy
(Advanced Diploma level or further) | Yes/No |
| 3. I am experienced in therapeutic practice and supervision
(at least three years part-time post-qualifying experience as a supervisor) | Yes/No |
| 4. I have a good working knowledge of the BACP Ethical Framework (2010)
and a commitment to working with this framework during student supervision | Yes/No |
| 5. I hold membership of a relevant professional body such as UKCP or BACP,
which I will continuously maintain while on this register. | Yes/No |
| 6. A humanistic, relational approach, with knowledge and understanding
of integrative practice | Yes/No |
| 7. Agree to adhere to all Terms and Conditions set out in the Iron Mill College
Supervisory Agreement (attached below for your information) | Yes/No |
| 8. Are in monthly professional supervision, and have a strong commitment to
ongoing CPD and personal therapy | Yes/No |
| 9. I hold professional liability insurance which I will continuously maintain
while on this register | Yes/No |
| 10. I agree to provide supervision which includes the following aspects as defined
by the BACP in their Gold Standard document for accredited courses:
i. Educational – to stimulate critical thinking about the relationship between
theory and practice.
ii. Reflective – (a) to consider how the therapist’s own values, beliefs, attitudes and
behaviours impact on the therapeutic process and (b) reflection on and evaluation of
practice.
iii. Developmental – to facilitate student development as ethical, competent and
accountable practitioners.
iv. Supportive – to consider student personal and professional well-being with respect to
client work.
v. Managerial – to have due regard to the needs of: the client, the student, the course, the
placement, the profession and society at large in accordance with the Ethical Framework | Yes/No |
| 11. If supervising an Advanced Diploma student, I agree to listen to the student’s
10-minute client recording as required for viva, and discuss it in depth with
the student in preparation for viva as described on the Supervisory Agreement. | Yes/No |

If you are able to indicate ‘Yes’ to all of the above questions, please fill in the application form below for a free entry on the IMC list.

Please note that the information you provide will be available to all IMC students across all programmes: please see the 'Agreement' overleaf for further details

Application to IMC Supervisor List	
Name:	
Practice address: (if you choose not to include your full address, please indicate your geographical area and/or postcode)	
Phone:	
Email:	
Website:	
Professional Body: (e.g. MBACP; MBACP Accred/Snr Accred; UKCP Reg.)	
Professional Liability Insurance: (company)	
Relevant qualifications: (with dates and college/institution/awarding body)	
Specialist areas: (e.g. children and adolescents; addictions) and relevant qualifications/experience	
Any other brief information: (concessions offered, etc)	
<p>Question (optional): We are committed to improving the support we offer to practitioners and students alike. For this reason, we would like to suggest an annual date when we can get together informally, and work on issues related to the supervision of counselling trainees. This, we hope, will allow networking, mutual professional support, constructive development of our services through your feedback, and a way for us to say thank you for your commitment. Would this be of interest to you?</p> <p>What else could we offer at IMC which might be useful to you as a supervisor?</p>	

Agreement

The IMC will hold the information provided by you on this form. Your information will be held on a database and accessed by all enrolled IMC students across all IMC programmes. Your entry will automatically lapse in two years, and you will be invited to reapply at that point. You may ask for a copy of the information held at any time. You may ask for the information to be changed or withdrawn completely at any time. The IMC may on occasion request evidence, from a selection of applicants at random, to verify the information provided on the application form. The IMC reserves the right to withdraw names from the list if the criteria listed are found to be not met or not maintained.

Supervisor's Declaration:

In submitting this application by email or post, I hereby certify that all the information provided above is true and accurate, and that I will be willing to provide supporting evidence on request to the IMC. In addition I agree that should I become subject to a complaint to my professional body, I will inform the Iron Mill immediately; I also agree to inform the IMC immediately if I allow my professional membership or insurance to lapse, or if any other change occurs regarding the information I have provided.

I give my permission for the information I have provided in this form to be included on the IMC database.

Signed:

Date:

Below is the supervisory agreement you will be asked to sign when working with each student. Please make sure you are willing to comply with the terms in this agreement prior to applying for a place on the list.

You do not have to fill in the Supervisory Agreement –
it is included here for your information only:



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Supervisory Agreement

The Advanced Diploma in Integrative Counselling (BACP accredited) combines professional clinical practice with academic and theoretical knowledge. It is a humanistic programme with an emphasis on the relational aspect of therapeutic work. The programme addresses the concept of integrative work based on contemporary debates on the nature of integration in counselling practice. Students will develop well informed individual integrative approaches to clinical practice. Approaches taught on the course include Person-centred counselling, Gestalt, Existential approaches, Transactional Analysis, Transpersonal work, CBT and Family Systems Theory. The programme also includes specialist-led modules on medication, mental health and research.

This agreement outlines the requirements for supervision. Any additions or alterations required must be discussed with the Placement Coordinator at the Iron Mill College before client and supervisory work begins.

Student's Name:

Phone Number:

Email:

Personal Tutor

Phone Number:

Email:

Supervisor details

Name:

Do you have a current entry on our Approved Supervisor List?
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Yes/No

*If **Yes**, please just fill in your name only, and sign the form at the end.*

*If **No**, please fill in all the boxes and sign at the end.*

Address:

Phone Number:

Email:

Qualifications in Counselling/Psychotherapy and Supervision	
Qualification and organisation, with accrediting/validating body	Date
How many years' experience do you have as a Supervisor?	

Professional memberships

Supervisory Agreement

Many supervisors who meet the following criteria are already included on the IMC Lists. However, students may make their own supervisory arrangements providing the supervisor is able to meet the criteria within this agreement.

- The Supervisor must be a member of the BACP, or UKCP registered, and have a working knowledge of the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy (2010).
- The Supervisor must be an experienced practitioner and have completed at least a Postgraduate Certificate in Supervision, with at least three years part time (or equivalent full time) post qualifying experience
- The Supervisor must have a qualification in Counselling or Psychotherapy (Advanced Diploma level or further)
- The Supervisor must use a humanistic, relational approach, with knowledge and understanding of integrative practice
- The Supervisor must be in monthly professional supervision, and have a strong commitment to ongoing CPD and personal therapy
- Where the client group is in a specialist area, such as children and young people, the Supervisor must be qualified and experienced in that area of work.
- The Supervisor must hold professional liability insurance
- The Supervisor holds the responsibility for clinical judgements in relation to the placement counsellor's work, and for assessing student level of development/competence to work with the clients referred. The IMC are willing to assist with this assessment if requested.

- Supervisor will agree the cost and times for supervision with the student
- It is essential that supervisors working with Iron Mill Diploma students are willing to listen to the student's 10-minute recording of client work, in preparation for viva. The student needs to discuss and explore the recording in depth at supervision and assess with the supervisor whether it is suitable for viva. To be suitable for viva, the recording must show safe, competent and ethical practice, which is in line with the relational, humanistic and integrative nature of the training. The student also needs to explore:
 - a) the client and counsellor relationship (including transference and counter transference)
 - b) the therapeutic process (including conscious and unconscious processes)
 - c) awareness about the interventions and responses used, and those not used
- The Supervisor agrees to provide supervision which includes the following aspects as defined by the BACP in their Gold Standard document for accredited courses:
 - i. Educational – to stimulate critical thinking about the relationship between theory and practice.
 - ii. Reflective – (a) to consider how the student's own values, beliefs, attitudes and behaviours impact on the therapeutic process and (b) reflection on and evaluation of practice.
 - iii. Developmental – to facilitate student development as ethical, competent and accountable practitioners.
 - iv. Supportive – to consider student personal and professional well-being with respect to client work.
 - v. Managerial – to have due regard to the needs of: the client, the student, the course, the placement, the profession and society at large in accordance with the Ethical Framework

Confidentiality

The content of supervision usually remains confidential between student and supervisor. All supervisors approved to work with Iron Mill students are members of, and accountable to, one or more of the following professional bodies: BACP, UKCP, HPC or BPS, and are therefore accountable to those bodies in regard to confidentiality.

The following limitations apply:

- The supervisor has a responsibility to immediately communicate serious concerns about a student's ethical practice or competence. This must be reported to the Placement Coordinator Jackie Lambert (01392 219200, jackie.lambert@ironmill.co.uk) as soon as possible, and not left until the supervisor's report is written.

- A supervisor's report is required every 6 months, to indicate what use student has made of supervision and evaluate the student's willingness to question their own practice and to be open to suggestions or alternatives. A final report is made when the student has met the 150 hours required by the Programme.

Supervision requirements for Iron Mill Advanced Diploma Students:

It is a requirement that *all cases must be presented in supervision*.

It is the student's responsibility to pay for supervision unless funding is provided by the Placement Provider.

Students may **not** use peer supervision for their supervisory hours.

Students must participate in a *minimum* of 1.5 hours per month while in practice, even when the amount of actual hours practiced is very low. The 1.5 hours will meet supervision requirements for a maximum of 12 client hours per month (3 hours per week). However, more supervision is required for complex or challenging work, in accordance with good ethical practice.

If the student sees more than 12 clients in a month, the 1.5 hours will not be adequate and must be added to at the rate of 1 hour of supervision to every 8 client hours. The contract for supervision must be calculated based **on the client hours contracted for**, not on how many clients actually attend.

Supervision time is calculated and logged by the student in line with the requirements for BACP accreditation:

- Individual supervision: claim all of the time you are in supervision
- Group supervision:
 - Groups of four or less (not including the group facilitator or the group supervisor): claim half of the time
 - Groups of five or more (not including the group facilitator/group supervisor): divide the number of hours by the number in the group and claim the resulting time.

If a Supervisor is also the line manager, students must show arrangements for independent supervisory consultation, to address the 'duality of role' (see points 32 - 35 of the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy 2010).

Students must have contact with a supervisor **at least once every fortnight**, which may include email and telephone contact. Students must log all contact with supervisor/s.

I confirm that the details on this form are correct to the best of my knowledge, and I agree to the requirements of the Iron Mill College.

Signature of Supervisor _____

Date _____

I have read and understood the supervisory requirements.

Signature of Student_____

Date_____