**xxxxxxxxxxx**

Supervision, counselling and coaching

xxxxxxxxxxxx

PG Cert Supervision, xxxxxxxxxx

Ph: xxxxxxxxx

xxxxxxxxxxx@gmail.com

**Contract for Professional Supervision**

**Between: xxxxxxxxxxxx Supervisor**

**And Supervisee**

Collaborative professional supervision encourages reflective learning and best practice. We both have an equal part to play in the supervision experience. My role is to both support and at times challenge you, whilst providing a confidential space for you to reflect and learn from your own experience in practice. Your role is to prepare for supervision, play an active part in the process and apply the learning.

As well as a place to seek professional development, learn new skills and be further resourced, supervision can also be a place to assist in maintaining professional wellbeing and enjoyment of your work.

**Responsibilities:**

As a full professional member of xxxxxx and a Fellow of xxxxxxx, I am bound by the professional ethics of both organisations.

**The role of the Supervisor:**

* To be available at the agreed time and place.
* Manage the agenda and time of each session.
* Provide a safe and confidential space for discussion to take place.
* Provide open, honest feedback with a professional approach.
* Bring to the supervisee’s attention any issues of ethics or risk, competence or conduct that might impact on the supervisees professional practice.
* Provide support for the supervisee in managing or resolving difficulties in their own practice.
* Cooperate with the supervisee to resolve any differences that may arise between us.
* Keep notes of the session.

**The role of the Supervisee:**

* Prepare for supervision, to provide items for the agenda
* Be available for sessions at the agreed time and place.
* Be able to discuss situations openly and honestly
* Apply learning from supervision.
* Provide open and honest feedback to the supervisor about supervision where appropriate and helpful.
* Cooperate with the supervisor to resolve any differences that may arise.

**Boundaries of the supervision session**:

Supervision records are stored in a locked filing cabinet in my private office. The information in those records is confidential between the supervisor and supervisee unless both agree otherwise. I may take some issues raised in supervision to my own supervisor who is bound by the same standards of confidentiality. Records will be held for two years following completion of the supervision contract.

**Professional Supervision Arrangements:**

**Time:** Supervision sessions will be 1 hour in length unless otherwise discussed.

**Frequency:** We will meet at a time that is mutually agreed at the end of each supervision session…….

**Charges:** The fee for supervision per hour will be $90 (incl. GST)

**Method of Payment:** An invoice is emailed after each session with the direct credit payment details.

**Cancellations/ Missed sessions:** The supervisor or the supervisee may cancel or postpone a supervision session. If 24 hours notice or more is given there will be no charge. If less than 24 hours notice is given there will be a charge of half the normal fee, unless circumstances were unavoidable.

**Review:** The supervision relationship and process will be reviewed after an initial 3 month period, then annually.

**Termination:** The supervision relationship may be terminated at any time following discussion between the supervisee and supervisor.

**Date:**

**Signed by Supervisor………………………………………….**

**Signed by Supervisee …………………………………………**