Placement hours log

ForCounsellors

Use a client alias only, such as Client A7, never a name, and keep the topic to a word or two. A session of 50 to 60 minutes counts as one hour; any other length counts in actual time. Only attended sessions count. Check your course handbook first: if your course gives you its own form, use that.

Your name: Course: Page _____ of _____

Date	Client alias	Placement	How you met	Length (minutes)	Outcome	Topic	Placement mentor sign-off	Supervisor sign-off	Hours
								Total hours on this page	

Placement mentor
Name and signature:

Date:

Supervisor
Name and signature:

Date:

Outcome: Attended, Did not attend or Late cancellation. How you met: Face to face, Online or Telephone.

Supervision log

ForCounsellors

A group of up to 4 counts half the session. A group of 5 or more divides it equally. Peer supervision does not count for students. You need at least 1.5 hours of supervision each calendar month, however few clients you see. Check your course handbook for your course's ratio.

Your name: Course ratio: 1 : _____ Page _____ of _____

Date	Supervisor	One-to-one, group or peer	Group size (you included)	Length (minutes)	Hours counted

Supervision counted

_____ hours

Client hours

_____ hours

Your ratio

1 : _____

Supervisor

Name and signature:

Date: