
Supervisors Information Pack



FACULTY OF PSYCHOTHERAPY AND COUNSELLING



Metanoia Institute
13 North Common Road
Ealing, London, W5 2QB
Tel: 020 8579 2505
www.metanoia.ac.uk

Registered Charity 1050175
Contents

Introduction	3
The Nature of Supervision	3
The Purpose of Supervision	4
Tasks of supervision	4
Supervisory Relationship	4
Supervisory Requirements (Ratios)	5
Clinical Practice	6
Assessment of supervised practice.....	6
Supervisor's report on clinical practice.....	6
Supervision of Private Practice	7
Supervisors in Organisations	7
Criteria for Metanoia Approved Supervisors	7
The Responsibilities of the Metanoia Approved Supervisor	8
Responsibility to the Supervisee	8
Additional Information	9
APPENDIX I.....	10
Psychotherapy Supervision Logs.....	10
Clinical Log	11
APPENDIX II.....	12
Personal readiness and professional attitude	12
APPENDIX III.....	13
Director of Studies Contact List.....	13
APPENDIX IV	14
Application to Join our List of Approved Supervisors	14

Introduction

This information pack is designed to help supervisors in their supervision work with trainees undertaking one of our counselling or psychotherapy training courses at Metanoia Institute.

We offer several qualifying courses all of which lead to both a diploma and a related degree awarded by Middlesex University. While it is possible to take just the diploma, most of our trainees also take the degree. As well as being advantageous in the job market and attractive on those grounds alone, this is a sensible choice as the course requirements are the same regardless of whether the trainee is following the Degree route or not. The courses we offer are:

Counselling

Diploma and BSc (Hons) Degree in Humanistic Counselling

BSc (Hons) Degree in Person Centred Pluralistic Counselling (Advanced Practitioner)

Diploma in TA counselling and BSc in Reflective Therapeutic Practice

Psychotherapy

Diploma and MSc Degree in Gestalt Psychotherapy

Diploma and MSc Degree in Humanistic Psychotherapy

Diploma and MSc Degree in Integrative Psychotherapy

Diploma and MSc Degree in Contemporary Person Centred Psychotherapy

Diploma and MSc Degree in Transactional Analysis Psychotherapy

Please note that all of our psychotherapy trainees, can by undertaking extra work during their training, gain a diploma in psychotherapeutic counselling, details of which can be found in a handbook of the same name.

All of the information that we think you may need to help you in your role as a supervisor to one of our trainees is included in this pack. This document should suffice but, if you would like to contextualise your supervisee within the course, you could ask them to let you see their copy of the module narrative part of their programme Handbook. When your supervisee begins to prepare for their final examinations, you may also ask them to show you their dissertation module narrative, which outlines the requirements for the written and oral examination.

The Nature of Supervision

Supervision is an integral part of training and practising as a counsellor/psychotherapist, and we, therefore, view the supervisor as playing a fundamental role in the ongoing assessment and training process of our trainees. This applies both regarding monitoring their ability to integrate theory into practice in a reflexive way and to develop their competency to practice.

Supervision is a process conducted within a formal working relationship in which a qualified or trainee practitioner presents his or her client work to a qualified supervisor as a way of enhancing their practice through careful reflection, discussion, and reflection.

Supervision can take place on a one to one basis or in groups and when the supervisee is a trainee, should include the regular use of live, audio or videotaped sessions with a client.

According to the UKCP, where the supervision is with a trainee the vast majority (i.e. more than 60%) of the supervised practice hours normally should be completed face to face. At the Metanoia Institute, we think there are significant benefits to trainees in having face to face supervision. It is however acceptable for trainees to have 1 session of VSee/equivalent for every 3 face to face with prior agreement. In exceptional circumstances, such as a trainee living abroad, other arrangements of up to a 60% face to face ratio might possibly be negotiated with the programme leader.

If supervision is to be anything other than 100% face to face:

- it must be agreed by the primary tutor/ programme leader in advance
- the beginning of the supervisory relationship must be face to face
- the exact proportion of face to face/ Skype or similar intended must be confirmed by the trainee
- we will need an agreement and confirmation from the supervisor in advance of starting supervision
- the proportions of face to face and VSee/equivalent must be clearly set out in the supervision hour log and the annual supervision report

The Purpose of Supervision

The primary purpose of supervision is to enhance the professional development (skills, competence, and confidence) of the supervisee to ensure the best possible outcomes for their clients. It can also contribute towards a gate-keeping process that allows for the recognition of certain situations, e.g., burnout, where because of the supervisee's physical, mental, psychological or emotional state it is unsuitable for them to work with clients.

Tasks of supervision

Being a supervisor for one of our trainees involves a broad range of developmental and evaluative tasks – these tasks include:

1. Theoretical Knowledge – assisting in the deepening of your supervisee's competence to integrate the theory that they are learning into clinical practice.
2. Clinical Skills and Reflective Practice – assist in the advancement of your supervisee's ability to reflect upon and enhance the effectiveness of their clinical interventions.
3. Personal and Professional Development – assist in the cultivation of your supervisee's capacity to use themselves in service of the work, and to account for and commit to the professional responsibilities that the role of clinician entails.

Supervisory Relationship

Trainees are required to establish a relationship with a primary supervisor before beginning their work with clients. The contract for supervision, including payment, is made directly between the supervisor and the supervisee and as such is a private arrangement.

As a private arrangement trainees are free to choose their primary supervisor, providing they are appropriately qualified with both the type and level of qualification that the trainee is studying. In other words, psychotherapy trainees must work with a psychotherapy supervisor who is qualified within the modality that is being studied. For example, Gestalt trainees must have a Gestalt principal supervisor. The supervisor must also hold a Certificate or Diploma in supervision. Some modalities also require particular qualifications, such as for Transactional Analysis you must also be a Provisional Teaching and Supervising Transactional Analyst (PTSTA) or a Teaching and Supervising Transactional Analyst (TSTA).

As all of our training embraces a relational approach to the work, we believe that our trainees will benefit from working with supervisors who can supervise them using a relational framework. In light of this, we maintain and give to our trainees on request, an “approved supervisors list.” This list contains the contact details of those supervisors who have described their approach as supporting relational working. Details of how to apply to be included on this list can be found in Appendix V. If you do not describe your approach as relational this does not necessarily preclude you from being a supervisor to one of our trainees, all that we ask is that you are sympathetic to and knowledgeable about the approach and can support the supervisee to think about their work using among others, a relational framework. In response to trainee feedback, we will also this year be publishing the fee that you charge per supervisory session.

Supervisory Requirements (Ratios)

Counselling trainees are required to accrue at least 35 hours of supervision and psychotherapy trainees 150 hours of supervision (individually or in groups) with an accredited supervisor in the course of the training. They also need to accrue at least 80 hours of supervised clinical practice in each academic year. These hours must be accrued from the point of registration onto the programme to the completion of the final dissertation and viva.

All trainees are required to receive fortnightly supervision as a means of supporting their clinical practice. Some clinical placements offer supervision as part of the service they provide while others do not. If the trainee attends a placement with in-house supervision, they must still attend at least one supervision session a month with their primary supervisor. Ideally, however, a fortnightly arrangement is strongly advised particularly during the first few years of training, as a way of supporting clinical practice and learning.

In whatever way it is arranged, supervision must take place fortnightly (minimum) and at a ratio of 1 - 4 (minimum) changing to 1 – 6, when the trainee has reached 150 hours and provided a good level of competency of practice has been demonstrated.

Where competency is not demonstrated at the level that would be expected of a trainee at their level of training, the supervisee would normally be expected to receive more frequent supervision and to work to a higher ratio of supervision to client hours.

For practitioners, working with severely disturbed, traumatised or abused clients, higher rates of supervision may also be required to maintain safe and effective practice.

Supervision may be undertaken individually or in groups. With regard to group supervision, please note that in a group of 2 candidates for two hours or in a group of 3 candidates for three hours, all hours can be counted. In a group of 4 or more candidates, the trainee can only count the actual time that they present in the group. It is a requirement that from the outset that supervisees regularly bring recordings of their work with clients to supervision.

NB: Psychotherapy Trainees only - to meet the HIPC/UKCP guidelines for registration your supervisee needs to demonstrate that they are established in practice with a regular caseload of which at least two clients should be long-term contracts (note that this is a minimum) and that they can manage closure. It is therefore essential that your supervisee should have experience of both long-term (i.e. minimum of a year) and time-limited psychotherapy contracts.

As a way of recording their supervision hours, all supervisees will need to keep a log by completing the Supervision Logs (Appendix 1). These hours must be verified by you as Supervisor and should be signed at each supervision session, copies of the logs must be brought by the trainee to both the mid and end of year tutorials. Trainees are required to keep a copy of their logs for their records, copies of these forms are included in the appendix section for your information.

Clinical Practice

Metanoia Institute trainees generally begin seeing clients, at the start of their second year, on a voluntary basis at a counselling/psychotherapy agency. Ultimately, they are responsible for organising their placements but are supported in this activity through the activities of our dedicated placements co-ordinator, plus additional informal information from tutors and the preparation of written references, etc.

Over the course of their training, counselling trainees need to gain a minimum of 150 client hours with adults before taking their exam and psychotherapy trainees 450 client hours with adults, unless they are TA trainees who need to gain 750 client hours of which 500 must be TA supervised). At least two different placement settings should be experienced over the duration of the programme.

Trainees will need to accrue at least 80 hours of supervised clinical practice in each academic year (with the exception of the first year of training).

As a way of recording their clinical hours, all supervisees will need to keep a log by completing the Clinical Logs (Appendix 2). These hours must be verified by you as Supervisor and should be signed at each supervision session. Trainees will need to bring copies of their clinical logs to both their mid and end of year tutorials. Trainees are required to keep a copy of their logs for their records, copies of these forms are included in the appendix section for your information.

Assessment of supervised practice

As part of the on-going assessment process, the supervisor will monitor the developing competency and capacity of the supervisee to integrate theory into practice in a reflective way and to work at the level required as they progress through the programme. There will be a focus on the identification of strengths and areas for development, particularly in relation to the learning outcomes of the programme (see programme handbook for details of these).

Supervisor's report on clinical practice

A formal report, prepared by the supervisor in consultation with the trainee, will be submitted once a year and forwarded to the primary tutor (via the trainee) in time for the end of year tutorial. If the trainee ends supervision with you, for whatever reason, a supervisor's report must be provided at the point where the contract ends and a copy sent to the course Programme Leader. A further report will then be provided by the new supervisor at the end of the academic year. Your Supervisee has access to this form and should bring it with them to

your Supervision session, the deadline for the form depends on the Modality, and your Supervisee should be able to confirm when this is due.

Supervision of Private Practice

Normally counselling trainees do not begin private practice during their training and psychotherapy trainees, until towards the end of their 3rd year or more likely into their fourth year. Occasionally exceptions may be made. For example, the trainee may already have considerable counselling experience. The move to private practice would need to be discussed with the Primary Tutor and Supervisor. The trainee would need endorsement from both parties, and would need to have a minimum of 150 hours of clinical experience. As well as have insurance, an appropriate working space and the ability to set an appropriate fee level, they would need to demonstrate an ability to:

- Reflect on practice
- Hold/contain clients
- Assess suitability for psychotherapy
- Competently assess risk factors which may mitigate against therapy
- Hold and maintain boundaries
- Ask for support appropriately
- Understand the ethical issues of private practice

There is a form that trainees need to fill and get signed by their supervisor and primary tutor if they wish their request to start in private practice to be considered.

Supervisors in Organisations

Many trainees work with clients at placements that have in-house supervisors. Some supervisors within such organisations are recognised Metanoia Approved supervisors and if they meet the requirements for Metanoia Approved Supervisors (see Supervisors' Criteria and requirements below), they can, if willing become the trainee's principal supervisor. If the supervisor in these circumstances is not in a position to take on the role of principal supervisor the trainee will need to find an additional Metanoia Approved Supervisor who can take on this role, (see below for course requirements if there are two supervisors).

Where the supervisor in an organisation is not a qualified supervisor, they cannot for the purposes of the course act as the trainee's principal supervisor. Whilst we welcome and encourage our trainees to take full advantage of any in-house supervision that an agency offers, we do require the trainee to have a minimum of fortnightly supervision with a Metanoia Approved Supervisor, more if the trainee's case load requires it.

As there will be two Supervisors in this situation, there needs to be particular clarity concerning clinical responsibility and confidentiality. In most cases, the organisation will hold clinical responsibility for the trainee's case-load, while the principal supervisor, will share primary responsibility (with Metanoia Institute) for the trainee's development as a counsellor/therapist.

Criteria for Metanoia Approved Supervisors

- The supervisor must hold a clinical supervision certificate or supervision diploma.
- The supervisor must hold the equivalent level of qualification of the trainee they are supervising, e.g., psychotherapy supervisors must hold a psychotherapy qualification.
- The supervisor must be a member of either/or the BACP or UKCP and adhere to the relevant Code of Ethics and Practice for Counsellors and Supervisors.

- The supervisor must hold any required supervisory qualifications that their particular modality requires, e.g., TA supervisors must be either a Provisional Training and Supervising Transactional Analyst (PTSTA) or a Training and Supervising Transactional Analyst (TSTA).
- The supervisor must have training, experience and/or qualifications relevant to working with the client group being supervised (e.g., group work, couples, minorities, etc.).
- The supervisor must be at least 3-years post-qualification to be an approved supervisor.
- The Supervisor must be in regular Supervision of Supervision.
- The supervisor must have a thorough understanding of current legal and ethical issues that pertain to working with clients. They must work to the code of Practice and Complaints Procedure relevant to their registering body.
- The supervisor must have a commitment to and awareness of anti-discriminatory practice.
- The supervisor needs to have appropriate continuing professional developments plans to keep up to date with developments in the field.
- The supervisor must have suitable Professional Indemnity Insurance for their work.
- The supervisor is willing to assume joint responsibility with the Primary Tutor and the trainee for monitoring the trainee's progress.
- The Supervisor is willing to enter into a mutual process with the trainees to write Supervision Reports.

The Responsibilities of the Metanoia Approved Supervisor

- The Supervisor agrees to be proactive in contacting the primary course tutor and raising any concerns that they may have about the trainee. (See Appendix II entitled Formative Assessment for guidance as to course expectations regarding a trainee's readiness for clinical practice and training and appendix III for contact details of course tutors).
- The supervisor will undertake to co-write annual Supervision Reports with the trainee and at the termination of the supervisory relationship (your supervisee will have a copy of this form).
- The Supervisor endorses that the representation of supervision by the trainee in both the Supervised practice report (see Appendix 1V) and the final Case Study is congruent with the supervisor's experience of the supervisees work.
- The Supervisor agrees to acquaint themselves with the requirements of the placement agency via information supplied by the trainee and where appropriate, engage in discussion with the placement coordinator.
- The Supervisor agrees to acquaint themselves with the course requirements and supervision requirements.
- The supervisor agrees to offer primary supervision to the trainee in the ratio required by the training programme, taking into account any supervision hours provided by the placement organisation.
- The Supervisor agrees to co-write a Supervision Report as endorsement for the supervisee presenting themselves as ready to take their final exam.
- The supervisor agrees to attend the annual Metanoia Institute supervisors meeting (unless this has been discussed with the course programme leader and an alternative method of keeping yourself up to date with the course requirements has been agreed).
- The supervisor is willing to provide their supervisory fee and have this and their contact details published on our Approved Supervisor's list.

Responsibility to the Supervisee

The supervisor must make a contract with the supervisee incorporating into the contract a clear understanding of the clinical and evaluative responsibilities that they hold in terms of the supervisee and the action that they will take if they are concerned about the supervisee's work or capacity to practise.

Additional Information

- We expect there to be open discussion about the trainee's professional development between the trainee's supervisor(s) and their primary tutor (and where appropriate the staff team). We would ask that you make this explicit to your supervisee in the first session. Your supervisee's primary tutor will contact you at least once during the year to discuss your experience of the supervisee. Please contact the primary tutor, at any time if you consider your supervisee's work is in breach of the Metanoia Institute/UKCP/BACP Code of Ethics and/or you are worried that work is not sufficiently competent.
- Counselling trainees have seven years in total to complete all elements of their programme and psychotherapy trainees have five years, once they enrol onto MSc Year 1 (year three).
- Until trainees graduate we require a Supervisors Report to be submitted annually (September/October), trainees are also required to have an annual tutorial with the Dissertation Year tutor and supply details of their practice, the format of this tutorial will be discussed on an individual basis between the trainee and tutor. It is the trainee's responsibility to ensure that they ask you to do the Supervisors Report. If you have any concern about your supervisee during this time, please contact the programme leader of the course on which your supervisee is enrolled. If you are not sure who this is then, please contact Jane Hunt (Academic Director of the Faculty of Psychotherapy and Counselling) via e-mail (jane.hunt@metanoia.ac.uk).
- The new Code of Ethics and Professional Conduct, and the new Professional Conduct Procedure will be published in February, and will replace the current Code of Ethics, Code of Professional Practice and the Complaints Procedure. There are some significant changes in the new Code, including clauses on sexuality and conversion therapy, and the use of social media/digital communications. There will also be important changes to the requirements for promotional material, although the requirement for trainees to seek supervisor approval remains. The Guidelines on social media, advertising and recent legislation on post adoption issues will be published in draft form on Moodle in December, and guidelines related to other clauses in the Code will follow as they are prepared.
- Trainees will be asked to review any promotional material they have with their supervisors following the publication of the Guidelines, and it is important that supervisors ensure they have sight of any promotional material. Trainees will be asked to supply a copy of the guidelines on promotional material to their supervisors who may not be members of the Institute.

Finally, we wish to thank you for your help in supporting the trainee during his/her training.

APPENDIX I

METANOIA INSTITUTE- Psychotherapy Supervision Logs

Name of Student..... Student Number..... Programme
Name..... Student Year

[illegible]

Please note: In group supervision, you can count up to three hours of the supervision group as your own, providing the group has lasted at least three hours and you have presented for at least an hour of that time. Please note that whilst being able to count supervisory hours in this way may mean that you accrue several supervision credits, you must still maintain the supervision ratios and attendance requirements, namely fortnightly and at a ratio of 1 – 4 (pre-gaining 150 hours and 1 – 6 afterwards. Please note the student should be playing client recordings regularly (at least every fourth supervision) with their principle supervisor.

Name of Principle Supervisor

Name(s) of any other Supervisors

Please get your logs signed each time you go to supervision and ensure you take a copy of your logs to both your mid and end-of-year tutorials.

Student's Signature **Date**

Sheet No (this academic year)Running Total of supervision hours (this year) ...

METANOIA INSTITUTE

Clinical Log

Trainee Name:

Trainee Number:

Programme Name:

Programme Year:

DATE	CLIENT ID.	SESSION NO WITH CLIENT.	FOCUS OF SESSION	SUPERVISOR'S SIGNATURE

PLEASE NOTE THAT IT IS FINE FOR YOUR PLACEMENT SUPERVISOR TO SIGN THIS FORM, BUT YOUR PRIMARY SUPERVISOR SHOULD BE SIGNING THIS FORM AT LEAST ONCE A MONTH.

I declare that this log truly represents time I spent working clinically with the described clients. Please get your logs signed each time you go to supervision and ensure you take a copy of your logs to both your mid and end-of-year tutorials.

Trainee's Signature

Date

Sheet No (this academic year) **Running Total of Clinical Hours (this year)**

APPENDIX II

Personal readiness and professional attitude

The following are the areas in which the trainee will be considered for personal readiness to continue training. The areas are the same for each training year but the depth and range of the competence sought will increase over time. The assessment is based on all the experiences of the year, not on one particular incident or written submission. All feedback from self, peers and tutors is relevant. We regard personal readiness as a key factor in progression decisions.

The capacity to:

- Relate from a stance of respect and mutual interest;
- Show evidence of awareness of professional and ethical standards;
- Take responsibility for your physical and emotional well-being;
- Take an active and shared responsibility for getting your learning needs met in the course;
- Cope with the varied demands of the course including the fulfilment of financial obligations, the timely completion of assignments and active participation in the course, e.g. discussions, sharing of case material, live work under supervision in the large group, small group exercises and group process.

The demonstration of a growing ability to:

- Be aware of own process and communicate it when appropriate in a coherent and open way, relating it to the course content where relevant;
- Give constructive feedback;
- Receive constructive feedback, reflect upon it and make use of it;
- A commitment and ability to operate in an anti-oppressive way
- Learn to deal with the challenge of unhelpful feedback;
- Be active in the group process component of the course;
- Be aware of the boundary between therapy and training in a way that the training task can remain foreground;
- Relate course content and theory to practice;
- Integrate new material with previous theory and ideas;
- Be aware of the limitations of own level of expertise and work within it;
- Participate in skills exercises related to the course content at a level of competence appropriate to the stage of training;
- Experiment and learn from mistakes;
- Experience uncertainty and difficult feelings without becoming rigid, demanding or incapacitated by anxiety.

APPENDIX III

Director of Studies Contact List

For specific discussions about a particular trainee please contact their primary tutor or the programme Leader for the course they are attending. The contact details for all programme leaders are given below. For any other information please contact Jane Hunt the Academic Director of the Psychotherapy and Counselling Faculty on 0208 832 3081 or jane.hunt@metanoia.ac.uk.

Gestalt Psychotherapy –

Dr. Diane Hodgson: Email: diane.hodgson@metanoia.ac.uk

Humanistic Counselling and Psychotherapy –

Dr Alan Priest: Email: alan.priest@metanoia.ac.uk

Integrative Psychotherapy –

Dr Maya Mukamel: Email: maya.mukamel@metanoia.ac.uk

Person Centred Counselling –

Nicola Blunden: Email: nicola.blunden@metanoia.ac.uk

Person Centred Psychotherapy –

Sheila Haugh: Email: sheila.haugh@metanoia.ac.uk

Transactional Analysis Counselling and Psychotherapy –

Cathy Lasher: Email: cathy.lasher@metanoia.ac.uk

APPENDIX IV

METANOIA INSTITUTE

Application to Join our List of Approved Supervisors

Our Primary Supervisors play a vital part in the training at Metanoia Institute. Firstly, they fulfil an important function in maintaining a connection with our training programme and a trainee's primary tutor while providing supervisory input for clinical work as well as, where required, offering support for written course requirements such as the process report and the supervised practice report.

The contract for supervision is made directly between supervisor and supervisee and payment is made by the supervisee at whatever rate has been negotiated with the supervisor.

As a Supervisor for our psychotherapy and counselling courses, you would need to:

1. Have relevant qualification in counselling and/or psychotherapy (if supervising a psychotherapy trainee).
2. Be appropriately registered with an accrediting body such as BACP/UKCP or equivalent.
3. Have relevant training and experience as a supervisor (Certificate or Diploma) and hold any other supervisory qualifications that are specified by the modality in which you wish to supervise.
4. Have a capacity to work at relational depth with clients, drawing on literature and clinical knowledge about conscious and unconscious communication processes;
5. Have a value base that is compatible with the statement about relational ways of working and an ability to help trainees work in this way;
6. Have at least three-years of post-qualification experience;
7. Be in regular supervision of supervision;
8. Have undertaken CPD that is relevant to a relational developmental frame
9. Has a thorough understanding of current legal and ethical issues that pertain to working with clients.
10. A commitment to and awareness of anti-discriminatory and oppressive practice.
11. Be willing to attend a least one supervisor's meetings at Metanoia Institute a year.
12. Be willing to assume joint responsibility with the primary tutor for monitoring the trainee's progress and providing an annual supervision report.
13. Be willing to provide your supervisory fee and have this and your contact details published on our Approved Supervisor's list.

Please complete the application form in this pack and submit this form to the relevant Director of Studies (see page 13).

If you would like to discuss any of the above requirements, do feel free to contact the director of studies connected to the course that you are interested in supervising for or the Academic Director at jane.hunt@metanoia.ac.uk.