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# Supervisor Forum (Jul. 2020) - Key Points and FAQS

* Fleur Vickery and Eloise Smith introduced Edge Hill University’s support plan for students during Covid-19, this includes:
* New remote therapy training including Theravie and a checklist for students to complete prior to the commencement of their placement.
* Placement providers will be expected to complete a new Covid risk assessment before students can commence their work.

* Theravue: Fleur Vickery Fleur demonstrated the use of Theravue to those present. It was asked if Supervisors could have access but unfortunately access is only licenced for EHU staff and students
* Four-Way Agreements: The Counselling Team has now developed a Four-Way Agreement to formalise the relationship between the student, the placement, the University and the External Supervisor. Feedback on these forms by attendees was gratefully received. These will be issued to the MSc students in October with the BA students following shortly thereafter.

There was lengthy discussion about the introduction of a collaborative tool to review student progress at the 50 and 100 hour mark, this should be collaborative with the student and take a variety of formats. Feedback from attendees was welcomed.

## 1. Which Degree Programmes Require Supervision?

Students on the following three programmes require supervision:

* BA (Hons.) Counselling and Psychotherapy, these students usually start their placement in May of each year. This has been delayed due to Covid, the 3rd year students can commence their placements in October.
* MSc Contemporary Creative Approaches to Counselling and Psychotherapy, students will commence their placements in October.

## 2. What are the Student Placement Requirements?

BA Students are required to complete 100 client hours whilst on placement in order to graduate, from this second year students are expected to complete a minimum of 15 client hours, with the remaining being completed in their third and final year of study.

MSc students are required to complete 100 client hours in their second year of study.

## 3. What are the Supervisor Requirements?

To support students in the completion of their placement and to develop as a therapist we require them to have external supervision with a qualified external supervisor:

* A supervisor should be accredited by a Counselling Professional Body.
* They should have an approach akin to the student’s, for the BA programme they must take a Person-Centred approach.
* They should have a supervisor qualification and two years experience as a supervisor.
* They should have five year’s experience as a therapist, for the BA course this expectation may or will be waved if they supervisor has graduated from Edgehill’s Undergraduate Counselling course.

## 3. How often should I see my supervisee?

Before students start their placements they are required to have two sessions with their supervisors.

Once on placement the frequency on sessions depends on the programme:

* BA students follow the BACP guidelines of one 90 minute session per eight client hours with no less than one session per month
* MSc students follow the UKAHPP guidelines of one 90 minute session per six client hours with no less than one session per month

## 4. How many Students can I take as an External Supervisor?

To maintain confidentiality we ask supervisors take no more than three students per cohort (year group.) We will advise you if you exceed this limit. Please also note that if you have previously served as a therapist for a student you cannot become their supervisor.

## 5. Can I conduct Supervision Sessions purely online?

Whilst we do prefer students to see their supervisors in a face-to-face capacity, given the on-going and developing situation with Covid-19 supervisors can conduct sessions wholly online.

## 6. How do I let the University know that I have accepted a Student as my Supervisee?

Please submit a Schedule of Sessions document to [ASKAHSW@edgehill.ac.uk](mailto:ASKAHSW@edgehill.ac.uk). These documents are circulated at the start of each year with the Finance Procedure, please do keep copies of both in your records. Students can also download copies of these documents through their Programme Blackboard Page, if you need additional copies please email [ASKAHSW@edgehill.ac.uk](mailto:ASKAHSW@edgehill.ac.uk)

Your Schedule of Sessions document should outline the cost per session and the number of sessions you plan to hold with the student at this price point, it is important that this is accurate as subsequent changes will require a new a Schedule of Sessions.

## 7 . What budget is allocated by Edge Hill to support external supervision?

Edge Hill allocates the following budgets for each counselling student, these can be used from the 1st August to the 31st July each year:

* BA students receive £500 per annum to support their supervision.
* MSc students receive £600 per annum to support their supervision. (Part time students on this programme receive £300 per annum.)

## 8. How do I invoice the University for the sessions with my student?

You will need a Purchase Order Number to be able to Invoice the University, we use the Schedule of Sessions document to raise a Purchase Order for you.

Invoices should be sent on a regular basis to both [purchase-ledger@edgehill.ac.uk](mailto:purchase-ledger@edgehill.ac.uk) and [ASKAHSW@edgehill.ac.uk](mailto:ASKAHSW@edgehill.ac.uk), please ensure your invoice adheres to the guidance in the [Finance Procedure](https://www.edgehill.ac.uk/health/files/2020/07/Finance-Procedure-2020-21-.pdf) and includes the following information:

a. Who the invoice is from (your name/company name and address)

b. Who the invoice is for (Edge Hill’s name and address)

c. Name of the student

d. Date(s) of the session(s) and duration of the session

e. Your Purchase Order number (this will be different for each student)

f. A unique invoice number (this must be different for each invoice you submit so each invoice is traceable)

g. Amount of each session and the total you are invoicing for, please note the cost of each session must match with the Schedule of Sessions document (Form 2.)

h. The session log document (Form 3) signed by the student for each session

## 9. How do I get set up as an External Supervisor for Edge Hill?

Any Therapists/Supervisors newly affiliated with the University need to register as a supplier. In order to do this, please email [AskAHSW@edgehill.ac.uk](mailto:AskAHSW@edgehill.ac.uk) requesting the necessary documents. You will then be sent a Pro-Forma to complete and asked for financial details to set you up with Purchase Ledger. Each year we receive a high number of new applications for Supervisors and Therapists. The volume of applications, alongside the necessary finance checks, means it can take up to 12 weeks to get new Supervisors set up.

## 10. Where do I go if I have any concerns about my supervisee?

If you have any safeguarding concerns about your supervisee please contact [ASKAHSW@edgehill.ac.uk](mailto:ASKAHSW@edgehill.ac.uk).

## Key Contacts

If you have any questions, queries or concerns the key contacts are listed below:

* Eloise Griffiths-Smith- Practice Education Lecturer- [eloise.smith@edgehill.ac.uk](mailto:eloise.smith@edgehill.ac.uk)
* Fleur Vickery- The Counselling Placement Lead- [vickeryf@edgehill.ac.uk](mailto:vickeryf@edgehill.ac.uk)
* Stephen Ling- Programme Administrator- [AskAHSW@edgehill.ac.uk](mailto:AskAHSW@edgehill.ac.uk)