

## CYP-L5 Supervision Log

Your Supervision Record should map to your client record. You should aim to meet the supervision ratio requirements of your chosen professional membership association/ethical framework<sup>1</sup>. This varies depending on the amount of client work undertaken and you should seek guidance from your professional membership association, placement agency (if applicable) and refer to centre requirements as to how these ratios are ethically achieved.

Date	Type of supervision group/individual In-person/online/ telephone	Hours claimed	Client*	Focus and outcome

\* Ensure client confidentiality by anonymising your clients' details.

<sup>1</sup> For example, the BACP requirements for trainee counsellors in individual supervision is a minimum of 1.5 hours per calendar month. Ratio of 8 hours counselling to 1-hour supervision, with supervision every two weeks. The BACP formula for counting time gained through group supervision is that if a candidate is in a group of four or less, half the time of the session can be claimed. So, if there are four people in a session of 1½ hours, then each person can claim 45 minutes each. If there are five or more in a session, then divide the length of the session by the number of people present - i.e. five people in a 2½ hour session could claim ½ an hour each.