**TC-L4 Agency Report**

Diploma trainee name: …………………………………………….….. Agency name: …………………………………………...

Number of in-person client hours completed to date at this agency: ……………………………………………..……

Number of online/telephone client hours completed to date at this agency:………………………..………………..

Start date of placement: …. …… End date of placement (if applicable): …………………………….

Compiled by: Position:

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| **Please comment on the trainee as a member of the agency team, working within the professional and ethical framework of the agency** |
| How well does the trainee understand and work within the agency’s legal framework including equal opportunities, safeguarding children, young people, vulnerable adults and anti-discriminatory policy?How well does the trainee understand and work with data protection legislation around use of online and digital technologies for working with clients and for storage of their data? |
| How well does the trainee’s record keeping reflect appropriate ethical, legal and professional practice as required by the agency? |
| How well does the trainee make contracts and maintain boundaries (with clients) which are appropriate to the client group, the medium being used (i.e. in-person/online/telephone) and professional practice? |
| How well does the trainee understand how to use your agency’s methods of monitoring client outcomes (if appropriate)? |
| How well does the trainee work as a member of the agency team? Please comment: |
| How well does the trainee make appropriate use of clinical supervision to support ethical and safe practice, for risk assessment and referral? |
| Please give your opinion on the trainee’s readiness to work as a professional counsellor within the context of an agency: |
| Any other comments? |

Signed: Date:

Trainee signature: Date:

Tutor signature: …………………………………………………………. Date: ………………………….

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| This report can provide evidence for the following units of CPCAB’s Level 4 Diploma in Therapeutic Counselling (TC-L4):* Working ethically, safely and professionally as a counsellor (Unit 1)
* Working within a user-centred approach to counselling (Unit 4)
* Working within a coherent framework of counselling theory and skills (Unit 6)
* Working self-reflectively as a counsellor (Unit 7)
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