

## PC-L5 Supervision Log

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

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

\* Ensure client confidentiality by using letters or numbers.

<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.