

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:

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:

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)