

TC-L4 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 achieved¹.

You should aim to use a supervisor who is experienced in using the same medium as the counselling practice.²

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

* Ensure client confidentiality by using letters or numbers

¹ 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. Peer supervision is not acceptable. For student members of BACP, please read GPiA054 Introduction to supervision for members for further information and check with your tutor for further assistance.

² For example, the BACP Online and Phone Therapy (OPT) competence framework includes an ability to make use of online/phone supervision, e.g. by engaging with supervision that parallels the type of therapy offered e.g. phone, online platform, email