

Professional Support

Please upload a file **AUCC Good Practice Guidelines for University and College Counselling Services** working within FE and HE Institutions sets out good practice in terms of the services that should be provided, guidelines to embedding the service within the institution, ethical practice, suitability of location and accommodation, staffing issues, and evaluation suggestions. Updated by the Advisory Service in 2010, this document is available to AUCC members free from the Members Area. Paper copies of the guidelines can be bought via the BACP online bookshop www.bacp.co.uk/shop or over the telephone on 01455 883300.

Client Evaluation Template- useful for devising client questionnaires - paper and electronic versions are available from julie.camfield@bacp.co.uk and are free to AUCC members.

AUCC Categories of Client Concerns- these are the categories of presenting and emerging issues which College and Universities are advised to use when collecting data of clients for submission to the AUCC Annual Survey. Available to AUCC members free from the Members Area

AUCC Guidelines for Claiming Additional Learning Support Funding in FE This document, available for free to AUCC members from the Members Area, explains how additional learning support funding may be claimed for FE students who access their college counselling service without breaching the client's confidentiality.

Policies and Procedures Universities and colleges are more and more asking for counsellors' input for developing policies and procedures for institution-wide issues. Many of these have been shared in jiscmail and its archives, including service evaluation, sudden death and critical incidents, mental health, and managing incidents of challenging behaviour.

BACP Information Sheets are a useful source of professional advice on a range of topics. These have recently been published in book format and are available, also individually, from the Members Area of the BACP website.

Advisory Service If you would like to talk over an issue relating to your workplace in confidence with an experienced practitioner, contact the Advisory Service