



accredited register

# BACP Register of Counsellors & Psychotherapists

## A registrant's guide to supervision

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BACP Register of Counsellors & Psychotherapists  
PO Box 10128, Lutterworth LE17 9EN  
t: 01455 883300 e: [bacp@bacp.co.uk](mailto:bacp@bacp.co.uk) w: [www.bacpregister.org.uk](http://www.bacpregister.org.uk)

# BACP Register of Counsellors & Psychotherapists

## A registrant's guide to supervision

**This guide provides information regarding the supervision requirements of the BACP Register of Counsellors & Psychotherapists (the Register).**

The Register is a list of BACP members who have met our standards for registration. It is governed by a lay<sup>1</sup> advisory board to ensure impartiality. In February 2013, the BACP Register became the first psychological therapists' register to be accredited by the Professional Standards Authority for Health & Social Care.

The aim of the Register is to protect the public by providing access to counsellors and psychotherapists who are trained, qualified and dedicated to high standards.

**More guidance on different aspects of registration can be found at [www.bacpregister.org.uk/Supervision-Cpd](http://www.bacpregister.org.uk/Supervision-Cpd).**

### What is supervision?

The Register uses the following definition for supervision:

'A specialised form of mentoring provided for practitioners responsible for undertaking challenging work with people. Supervision is provided to ensure standards, enhance quality, advance learning, stimulate creativity, and support the sustainability and resilience of the work being undertaken.'<sup>2</sup>

### Who needs to do supervision and why?

Supervision is a value of the Ethical Framework<sup>3</sup> and the Register requires that all registrants agree to engage in supervision appropriate to their practice. Supervision offers the practitioner a reflective space in which to develop practice and as such benefits client safety.

All aspects of your practice should be open to supervision.

### What are the Register requirements for supervision?

Upon entry to the Register you will be asked to confirm that you have appropriate supervision and that you have discussed the requirements of the Register with your supervisor(s). The supervision requirements of the terms and conditions are:

'7. I confirm and agree that I will ensure that I have appropriate supervision in place and will abide by and fully cooperate with the Register's supervision audit procedure, as may be varied from time to time.'

'8. I confirm and agree that I will notify my supervisor(s) that the Registrar of the BACP Register of Counsellors and Psychotherapists

(hereinafter referred to as the Registrar) may make contact to confirm that I have appropriate supervision in place. I hereby agree, if requested, to provide the Registrar with details of my supervisor(s), who may be contacted and I agree to give authority to that supervisor(s) to disclose such information that the Registrar may require and I further hereby give full and complete authority to the Registrar to contact that supervisor(s) to request such information as may be required in accordance with the supervision audit.'

### How should I record supervision?

You may record your supervision in any way you like. However, if you are selected for audit you will need to submit a list of your supervision sessions so you may wish to keep a record using the template provided in pages 4-5 (also downloadable from [www.bacpregister.org.uk/Supervision-Cpd](http://www.bacpregister.org.uk/Supervision-Cpd)).

If you choose not to use the Register template you will need to have a system for recording that includes:

- Date and duration of supervision session
- Format of sessions (eg peer, one-to-one, group) and mode of delivery (ie face-to-face, Skype)
- Work context to which the supervision relates

If selected for audit you will also be expected to give examples of the impact of supervision on your practice.

An online facility is currently under development for members to record their supervision in a secure area of the Register's website.

The Register has developed sample profiles to give examples of how registrants might complete the supervision template.

### How much supervision should I have?

We do not specify a number of hours as different registrants will have different requirements – You must take responsibility for your own supervision needs. You should set the frequency and duration of supervision at a level that allows all aspects of

<sup>1</sup> By 'lay' we mean an individual who has professional standing but who has never practised within the profession or occupation subject to registration.

<sup>2</sup> Ethical Framework for the Counselling Professions: Glossary.

<sup>3</sup> [www.bacp.co.uk/ethical\\_framework](http://www.bacp.co.uk/ethical_framework)

work in all work contexts to be discussed when necessary and enables the development of a constructive supervisory relationship. You should take the following into account when making your decision:

- Amount of counselling & psychotherapy work undertaken and contexts/settings
- The complexity of your work
- Your experience and training
- Development needs and aims
- Specific issues and difficulties

You should review your supervisory arrangements and requirements on a regular basis.

General information and guidance about supervision can be found in the Good Practice Resources on the BACP website [www.bacp.co.uk/ethical\\_framework/newGPG.php](http://www.bacp.co.uk/ethical_framework/newGPG.php).

Please note that if you are an accredited member or wish to apply for accreditation, you must still maintain a minimum of one and a half hours' supervision each month. More information regarding accreditation criteria can be found on the accreditation section of the BACP website at [www.bacp.co.uk/accreditation](http://www.bacp.co.uk/accreditation).

### Who can my supervisor be?

Supervisors should be sufficiently experienced in counselling and psychotherapy or a closely related field, ideally with some training and qualification in supervision.

### Do I need a contract with my supervisor?

Yes. It should cover practical arrangements such as fees, duration of sessions, and frequency of sessions. Also, the role and responsibility of the supervisor needs to be clearly discussed in the contracting process and included in the contract.

For more information about contracting please see the members' section of the BACP website.

### What are the Register standards for supervision?

These are our standards for supervision:

1. You must understand the role and value of supervision and ensure that you have appropriate supervision in place
2. You must keep an up-to-date record of supervision sessions. This should include:
  - Date and duration of supervision session
  - Format of sessions (eg peer, one-to-one, group) and mode of delivery (ie face-to-face, Skype)
  - Work context to which the supervision relates
3. You must be able to demonstrate the impact of supervision on your practice. (You may use the Register supervision template for this purpose, which can be found at [www.bacpregister.org.uk/Supervision-Cpd](http://www.bacpregister.org.uk/Supervision-Cpd).)
4. You must submit your record upon request.

5. You must submit details of your supervisor upon request and have given authority to the supervisor to disclose audit information that the Registrar may require.

### Will the supervision requirement be audited?

A percentage of registrants who are renewing will be selected for audit and asked to provide details of supervision arrangements, showing how their supervision meets the Register's requirements. All supervisors involved in your practice may also be contacted to confirm supervision arrangements.

### What if I'm selected for audit?

After you have been on the Register for a year, you will be eligible for audit. Your supervision record will be assessed against our standards (See page 4). Please note that you will also need to send us your CPD record and indemnity insurance details for assessment.

Those selected for audit will be contacted and given one month to send in their supervision record and examples of how supervision has an impact. They will remain on the Register while the audit is carried out. You will also be asked to provide contact details for your supervisor so that we can confirm your supervision arrangements.

The possible outcomes are:

- i. the supervision meets Register standards
- ii. more information is needed
- iii. the supervision does not meet our standards:
  - a. If you fail to demonstrate some of the standards you will be given feedback and asked to clarify your arrangements
  - b. If you have failed to meet any of our standards and not engaged with the supervision scheme then you will be taken off the Register

If a registrant provides false or misleading information in providing details of supervision arrangements then the Register may use its professional conduct procedure. This could result in being removed from the Register.

More information about the audit is available at [www.bacpregister.org.uk/Supervision-Cpd](http://www.bacpregister.org.uk/Supervision-Cpd).

### Sanctions

It is important that your renewal is made honestly and accurately. If false or misleading information is provided, then you may be referred to Professional Conduct.

### What happens if I don't comply?

BACP's approach to supervision will be facilitative. However, it is important to know that as a final resort, a failure to comply with the supervision requirement could lead to removal from the Register.

If you have any questions about the Register and registration, please email us at [bacp@bacp.co.uk](mailto:bacp@bacp.co.uk)

# Supervision Record

Name	
Covering period	
Registration number	

You must not include confidential or identifiable material in your record.

Date and duration	Format of session (group, one-to-one etc)	Nature of delivery (face-to-face, Skype etc)	Work context of supervision

Please continue on further sheet

**Please give three examples of how supervision has had an impact on your practice.**

1.

2.

3.