# Supervisor report

## Guidance for the supervisor

A supervisor report is required as part of the application for accreditation.

As a nominated supervisor you’ll need to confirm the applicant’s supervision arrangements. Before completing the report, you should read the case material (criterion 9), which should be a typical example of the applicant’s client work.

When you’ve completed your report, please send it to your supervisee who will upload it to their online accreditation application form.

Once we’ve received your supervisee’s application, we’ll send you an email to confirm we’ve received your supervisor report.

## BACP fair processing notice

The information you provide in this form is required to process a member’s accreditation application. Only our accreditation team will have access to this information while the application is being processed, after which it will be removed from our systems.

You will have the right to access the information you have provided as well as the other rights afforded to you under data protection laws.

You may withdraw your report at any point and request for the information to be destroyed.

To find out more about the way we look after personal data please see the [BACP privacy notice](https://www.bacp.co.uk/privacy-notice/).

If you have any questions about your report, please contact us on 01455 883300 or email [accreditation@bacp.co.uk](mailto:accreditation@bacp.co.uk)

**Thank you for your time and commitment to the accreditation process**

## Part A: Applicant’s details

**Applicant’s BACP membership number:**

## Part B: Supervisor’s details

**Your name:**

**Daytime phone number:**

**Email address:**

**Profession or occupation:**

**Professional body:**

**Your membership number:**

**Please give details of your qualifications and experience as a supervisor and practitioner:**

**Is there any professional (for example, line-management responsibility) or personal relationship between you and the applicant, other than for the purpose of this supervision?** (Please tick as appropriate)

**Yes:**

**No:**

**If yes, please give details:**

## Part C: The supervision contract

**What supervision arrangement do you have with the applicant (**tick all that apply**)**

**Individual:**

**Peer:**

**Group:**

(Please complete a section for the arrangement or all the arrangements that you have indicated above.)

### Individual supervision

**Contract start date:**

**End date:** (If still current, write ‘ongoing’)

**Contracted frequency of sessions:**

**Weekly:**

**Fortnightly:**

**Monthly:**

**Contracted length of sessions:**

### Peer supervision

**How many peer members are there?**

**Contract start date:**

**End date:** (If still current, write ‘ongoing’.)

**Contracted frequency of sessions:**

**Weekly:**

**Fortnightly**:

**Monthly**:

**Contracted length of sessions:**

### Group supervision

**How many supervisees are contracted to attend this group?**

**Contract start date:**

**End date:** (If still current, write ‘ongoing’)

**Contracted frequency of sessions:**

**Weekly:**

**Fortnightly:**

**Monthly:**

**Contracted length of sessions:**

## Part D: Supervisor declaration

Please complete as applicable:

**I have supervised all the case material (criterion 9) that the applicant has provided for this application**

or

**I have supervised part of the case material (criterion 9) that the applicant has provided in this application**

(Please state which part)

or

**I did not supervise any of the case material (criterion 9) the applicant has provided in this application**

## Your supervision of the applicant’s work

1. **As the applicant’s supervisor, what is your understanding of the applicant’s theoretical orientation as applied to their work?**
2. **What is the applicant’s understanding of the BACP *Ethical Framework for the Counselling Professions*?**
3. **How does the applicant’s work reflect their awareness of the BACP *Ethical Framework for the Counselling Professions*?**
4. **Please comment on the applicant’s use of supervision in general and to the case material provided (if you have supervised this work)**:

1. **What action – as agreed with the applicant – would you take if either of you were concerned that the work might exceed the limits of their competence?**
2. **What action would you take to protect the applicant’s clients if the standard of their work was poor at any time?**
3. **Any additional comments from supervisor or applicant:**

## Part F: Signatures

E-signatures are acceptable.

##### Applicant’s signature:

##### Date:

##### Supervisor’s signature:

##### Date: