Registered member record of CPD, Supervision and Insurance

ⓘ Please ensure this record reflects your membership year. For example, if your renewal month is June, your record should reflect the period from June last year to June this year. If you are randomly selected for the Register audit, you will be asked to submit this record.

Name	Joy Sample			
Membership Year	**From:**	September 2025	**To:**	September 2026
Membership Category (Registered, Accredited, Senior Accredited)			Registered	
Membership Number			00101010	
Approximate number of counselling hours per week			20	
If you are not in practice, then please confirm the date that you were last in practice. If you are not in practice for the whole of the membership year, then you are only required to complete the CPD section of this form				
Current role(s) e.g. Private Practice work, school-based counsellor, voluntary role, agency work			Private practice. I also counsel students on a 2-year counselling course who must have mandatory counselling.	

SAMPLE

CPD Record

ⓘ Please do not include personal, confidential or identifiable material in your record.

☐ **Please put an X in the box if your CPD activities are logged in the CPD Hub (Members who log their CPD in the CPD Hub are not be required to complete the CPD section below and if selected for audit, the audit assessment team will be able to review your CPD record in the CPD Hub)**

How did you identify your learning? *What knowledge or skills did you want to develop and why is this relevant to your practice?*	**What did you do?** *Try to evidence a range of CPD activities, for example further study, workshops, online CPD modules, books read, media learning, self-care. If you've read a research paper, please give a reference*	**When did you complete the learning activity?** *If the activity is ongoing, please also give a start date e.g. 'Started July and ongoing'*	**What did you learn?** *What have you gained as a result of your learning and how will you apply this to your practice?*	**CPD Hours**
I wanted to train to be a supervisor and planned to find a suitable supervisor course.	I attended a 6-month Counselling Supervision course (12 days online) (The course started in my 2024-2025 membership year and 50 hours of CPD were claimed in that period. 12 hours have been claimed for September 2025)	Completed the course September 2025	I now have the knowledge, skills and competencies to be a clinical supervisor and hope to take on supervisees from next year.	12
I wanted to learn about writing for professional journals and how to achieve this. I enjoy writing and I want to contribute some research findings to the profession.	I set aside the time to carry out the initial research and wrote my first draft article for a professional journal on a new, very challenging topic.	November 2025 (completed my first draft article)	I've been able to apply some of the topic in my client work and with the supervisees. I've acted on feedback and hope to get the article published, although I'm aware this can take a few years. I	4

			plan to write a follow up article next year.	
I wanted to learn more about the issues faced by asylum seekers and refugees as I hadn't worked with this client group for some time. I identified my need to learn more so that I could fully support this client group which was increasing in my practice.	I met with colleagues who have experience of this work and found some relevant literature online that was recommended by my colleagues related to asylum seekers and refugees.	November 2025 and ongoing	I learnt a lot more about the common issues experienced by this client group and this has given me more confidence. It has been challenging work, but rewarding and ongoing. I'm using what I've learnt with current clients and I hope to continue working with this client group. I would also like to attend a specialist conference.	4
I wanted to gain further skills in conducting training for nurse leaders/clinical supervisors to help improve my confidence in training others. I planned to write the course material and find a suitable training course to refresh my skills.	I attended a refresher training course in November and wrote the course. I then conducted a training day for nurse leaders/clinical supervisors.	Started training days in January 2026	The training course I attended was helpful and gave me a confidence boost. The learning I gained on the course worked well with the training groups. I enjoyed delivering the training sessions and working with new colleagues. I received some constructive feedback from some of the attendees which I have taken on board. There is the possibility of giving a keynote speech at a conference next year.	6
I wanted to learn some new techniques to enhance my own self-care and prevent burnout. I	I went to see several films at the cinema, visited the theatre, went to a concert	February 2026 and ongoing	I found the activities relaxing, enjoyable and refreshing. I was glad to have chosen films that	5

planned to do more activities for enjoyment, stimulation and refreshment.	read fictional books and spent more time with friends. I found a mindfulness retreat online but haven't yet booked to attend this.		were not too work related. Although I decided not to attend the retreat, I've learnt some mindfulness techniques which I now use daily.	
I was invited to join the Board of a local mental health charity to bring counselling values to the team. This was to involve attending 6 meetings a year.	I accepted the invitation to join a meeting of the board in March, but I decided not to join the board. I found it very boring and felt like the token counsellor.	12/03/2026	I've learnt to be more careful about accepting invitations like this.	1
I wanted like to expand my knowledge around eating disorders, as I noticed an increasing number of clients presenting with eating disorders and wanted to feel more able to support these clients. I planned to find some relevant literature and identify a suitable course.	I attended one day course 'Introduction to Eating Disorders' and a follow up training half day.	15/05/2026 and 06/06/2026	I learnt to pick up the early warning signs of eating disorders and the importance of building a network of support for these clients. I've already applied this learning with two clients and it has increased both my confidence and awareness. There is another training day on offer with the same training provider next year and I plan to attend this if finances and work commitments permit.	11

Total CPD Hours We expect all members to complete at least 30 hours of CPD per year	**43**

bacp | counselling changes lives

Supervisor Details

Please provide the name of your supervisor(s) for all areas of your practice	John Jones supervises my private practice work and supervisory work Susan Smith supervises my counselling of counselling course students

Supervision record

ⓘ Please do not include personal, confidential or identifiable material in your records

ⓘ Please be reminded of the register requirement for accredited members - a minimum of 1.5 hours of supervision per calendar month

ⓘ If there are months when you are not seeing clients, for example holiday periods, but your supervision contract remains in place, please note this in your record

Date of session	**Duration of session (hours/minutes)**	**Format/Type of session** (one-to-one, group, peer group, one-to-one peer)	**Number of participants** (if group/peer group session)	**Delivery of session** (In person, online, telephone)	**Area of practice the session relates to** (e.g. private practice, school-based counsellor, NHS, employed or voluntary role)
09/09/2025	1.5	One-to-One		Online	Private Practice
07/10/2025	1.5	One-to-One		Online	Private Practice
04/11/2025	1.5	One-to-One		Online	Private Practice
02/12/2025	1.5	One-to-One		Online	Private Practice
06/01/2026	1.5	One-to-One		Online	Private Practice

SAMPLE

26/01/2026	1	One-to-One		In person	Counselling of trainee counsellors
03/02/2026	1.5	One-to-One		Online	Private Practice
23/02/2026	1	One-to-One		In person	Counselling of trainee counsellors
03/03/2026	1.5	One-to-One		Online	Private Practice
30/03/2026	1	One-to-One		In person	Counselling of trainee counsellors
07/04/2026	1	One-to-One peer (as regular supervisor was on sick leave)	(2-hour session – each peer claims 50% of session time)	In person	Private Practice
27/04/2026	1	One-to-One		In person	Counselling of trainee counsellors
05/05/2026	1.5	One-to-One		Online	Private Practice
25/05/2026	1	One-to-One		In person	Counselling of trainee counsellors
02/06/2026	2	One-to-One		Online	Private Practice and Supervisory work (I began working with 2 supervisees in May)
29/06/2026	1	One-to-One		In person	Counselling of trainee counsellors
07/07/2026	2	One-to-One		Online	Private Practice and Supervisory work
27/07/2026	1	One-to-One		In person	Counselling of trainee counsellors
No supervision in August 2026. No clients, student counsellors or supervisees seen. Contract	I take one month's leave in August				

SAMPLE

remained in place.					
08/09/2026	2	One-to-One		Online	Private Practice and Supervisory work

Professional Indemnity Insurance

Please select from the following options by putting an **X** in the box:

X	**I hold my own professional indemnity insurance and if selected for the register audit I will provide a copy of my current insurance certificate**
	My professional indemnity insurance is covered by my employer or the organisation where I hold a voluntary role. If selected for audit, I will provide a letter from my employer / organisation*

* If you are selected for audit and your professional indemnity insurance is covered by your employer/organisation, please request a letter on the organisation's letterhead, addressed to BACP, confirming that you are covered by the organisation's professional indemnity insurance. The letter should be signed by your manager or an appropriate member of staff. Once you have received this, please email to audit@bacp.co.uk along with this record. If you are selected for audit and employed by the NHS, please request an email from your NHS employer to confirm your employment. Please ask (and give permission to) your NHS line manager or HR Department to email audit@bacp.co.uk with this confirmation.

Please note that it is the responsibility of all members to determine the suitability and adequacy of their professional indemnity insurance cover. If you submit this to BACP as part of an audit process, then acceptance of your audit does not mean that we have judged your cover to be adequate or appropriate.

SAMPLE