

## APCP Log for Supervisors

In this Supervisors Log sheet you will find templates to record your work as follows:-

- Section 1      **APCP Clinical Practice Record - Post Accreditation**
- Section 2      **Record of Supervisory Practice**
- Section 3      **Your Personal CPD record over the past TWO years.**

You may need to duplicate a number of these logs to complete a record of your work, please feel free to do so.

### With regard Section 1 & Section 2

**Record** log sheets have been devised to assist you with your application. You may use an alternative format if you so choose, however all information required as noted in this log must be signed off on by the applicant and their supervisor responsible for supporting them with this. It is the responsibility of the applicant to ensure all hours noted are correctly added in the summary section and all sections are signed by you and your supervisors as an accurate record of your work.

Please ensure hours noted are recorded accurately both here and again summarised accurately in Section 5 of your application form for Supervisory status. Both this log and your application form will be considered in processing your application.

**Please note:**    **In Section 1 – You must provide evidence that you have engaged in a minimum of 150 clinical practice hours over a TWO year period POST ACCREDITATION as a practising supervisor.**

**In Section 2 - You must provide evidence that you have engaged in the supervision of counsellors/psychotherapist for at least TWO years and provide evidence that you have a minimum of 150 clinical practice hours in supervisory practice and 60 hours supervision specific to this work.**

Supervisor Log Sheets

1. APCP Clinical Practice Record - Post Accreditation

Year \_\_\_\_\_

Month	No of hours engaged in clinical practice with		Supervision Hours	Nature of Counselling (Mental health issues, separation, self-esteem, etc.)	Place of Practice		Name of Supervisor	
	a)Clients/couples	b)therapeutic groups/families			Organisation (state name)	Private Practice	1-2-1	Group Supervision
Totals				Ratio of Client Hours to Supervisor Hours				

Signed as an accurate record of clinical practice \_\_\_\_\_  
Applicant

Date \_\_\_\_\_

Signed as an accurate record of supervisory hours \_\_\_\_\_  
Supervisor

Date \_\_\_\_\_

Supervisor Log Sheets

2. Record of Supervisory Practice

Year \_\_\_\_\_

Month	Please provide a code no for each supervisee e.g. 1, 2, 3 etc and indicate no of hours engaged in clinical practice with Supervisee each month		Total hours working in a supervisory capacity	Nature of Supervision (mental health issues, separation, self-esteem, etc	Place of Practice		Name of Supervisor you work with regarding your SUPERVISORY practice	
	Supervisory code	Hours			Organisation (state name)	Private Practice	1-2-1	Group supervision
<b>Total hours</b>								

Signed as an accurate record of supervisory practice \_\_\_\_\_  
Applicant

Date\_\_\_\_\_

Signed as an accurate record of supervisory hours \_\_\_\_\_  
Supervisor

Date\_\_\_\_\_

**Continuous Professional Development**

**APCP demands the highest standards from its members in the interests of the public, clients and their families. It draws its accredited membership standards from best international practice in the fields of Counselling and Psychotherapy and for professional accredited membership status it draws distinctions between Accredited Counsellors and Accredited Psychotherapists. This is reflected in the CPD requirements among practitioners in both fields in any given year e.g.**

<b>Pre Accredited &amp; Accredited Counsellors</b>	.....	<b>- 30 hours CPD</b>
<b>Pre Accredited &amp; Accredited Psychotherapists</b>	.....	<b>- 50 hours CPD</b>
<b>Supervisors</b>	.....	<b>- 50 hours CPD</b>

CPD may be demonstrated utilising a range of activities, but an indicative list would include the following typologies of CPD:

- a) Engagement in advanced or additional professional practice programmes which can be validated independently.
- b) Certified Attendances at professional/ academic/research conferences relevant to Counselling/Psychotherapy.
- c) Contribution to Professional developmental/monitoring activities in counselling or psychotherapy as relevant. This might include attendance at meetings of professional bodies, serving as an officer on a professional body etc and should be verified independently.

This range of activities is consistent with the typologies of professional activity and CPD as identified by the EAP.

**Please note:** - As part of CPD, **APCP Members are required to attend a minimum of 2 professional activities organised by APCP on an annual basis, totalling 12 hours training.**

**Example CPD Training & Experience undertaken over a 12 month period might include.**

## Supervisor Log Sheets

Dates From to	Title & Type of activity	Trainer/Lecturer Placement supervisor	Organising Body	No of Hours	Evidence Enclosed	Labelled as
12.04.20..	Safe talk (training programme) Suicide prevention	John Murphy	HSE	3.5	Yes	Doc 1
12.09.20..	Basic Awareness training in Domestic Violence		Womens Aid	10	Yes	Doc 2
Oct/nov	Read book on CBT	NAME of book		10	No	No verification
16.10.20..	Prepared & Presented paper at school meeting on parenting	Myself	School name & address	10	Yes	Doc 3

**Total number of CPD hours = 33.5**

**Encl docs 1,2 & 3**

Supervisor Log Sheets

**3. Your Personal CPD record over the past TWO years**

**Please use this template and fill in as appropriate. (Please attach evidence of CPD undertaken)**

Dates From to	Title & Type of activity	Trainer/Lecturer Placement supervisor	Organising Body	No of Hours	Evidence Enclosed	Labelled as