**HN Diploma in Counselling**

Placement contract

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| **The Trainee** |
| Name of Trainee: |
| Year of training |
| **The Placement** |
| Name of organisation |
| Address |
| Postcode |
| Tel: (where the Trainee can be contacted on placement) |
| **The Placement mentor** |
| Name |
| Tel |
| Position |
| Address |
| Postcode  |
| Email |
| Relevant qualifications and professional memberships |
| Professional registration/accreditation number |
| **Arrangements for Placement Practice** |
| Who will hold final clinical responsibility for the Trainee’s practice?  |
| What client group will the Trainee be seeing and for how long (ie.is there a set number of sessions)? |
| Are there appropriate, dedicated rooms on-site for counselling available to the Trainee? | Yes/No |
| Who will be on-site whilst the Trainee is present in the organisation (and whilst seeing clients)? |
| Who will conduct initial assessments? |
| What takes responsibility for Safeguarding within the organisation?Is the Trainee to report to them directly? |
| Is there administrative support or will the Trainee be responsible for managing appointments? | Yes/No |
| Will the organisation provide a secure place for the Trainee to keep case files?   | Yes/No |
| Is the organisation able to provide any clinical supervision (one-2-one/group)? | Yes/No |
| What code of Ethics and Practice does the organisation adhere to? |
| What (if any) is the theoretical orientation of the organisation? |
| Are your organisational aims, orientation and philosophy congruent with the HN Diploma course? | Yes/No |
| Who will complete necessary documents (ie. contracts, mid/end-placement reviews)? |
| Placement Organisation Requirements: |
| Please indicate any specific requirements, e.g. rules or requirements regarding confidentiality, audio-tape recording clients, attendance at meetings, security arrangements and any other limitations or constraints.  |
| **Policies and Procedures of the Placement Organisation** |
| Equality and Diversity |
| Does the organisation have a written policy on equality and diversity? | Yes/No |
| Does this policy apply to Trainees on placement in the organisation? | Yes/No |
| Are the policy and revisions brought to the attention of Trainees? | Yes/No |
| Is there a clear process that Trainees can follow should they wish to take any action under the policy? | Yes/No |
| How can the Trainee access the policy documentation? |
| Health and Safety |
| Does the organisation have a written health and safety policy? | Yes/No |
| Are the policy and revisions brought to the attention of Trainees? | Yes/No |
| Is the company registered with the HSE or local authority? | Yes/No |
| Have risk assessments been carried out for the Trainee’s activities and workplace(s)?  | Yes/No |
| Accident and Emergency Procedures |  |
| Does the organisation use a procedure for investigating work related accidents?  | Yes/No |
| Are accidents at work recorded in an accident book and notified as necessary to the enforcing authority? | Yes/No |
| Are first-aid facilities appropriate to the class of risk identified?  | Yes/No |
| Are fire and activity-related emergency plans and systems maintained, and are employees/Trainees informed of the action to take in emergencies? | Yes/No |
| Are reports of accidents and dangerous incidents notified to senior managers and investigated internally?  | Yes/No |
| Critical Incident Procedures |
| What is the procedure to be followed in the case of any patient/client emergency (whilst the Trainee and client are in session)? |
| Will the trainee be informed of precautions and procedures for emergencies and critical incidents, including situations involving violent or aggressive clients or visitors?  | Yes/No |
| Will the Trainee be informed of procedures for identifying clients at risk to themselves or others?  | Yes/No |
| Insurances |
| Does the organisation hold a current Employer’s Liability Policy and Public Liability Insurance?  | Yes/No |
| Will the Trainee be covered by the placement organisation’s Employer’s Liability Policy & Insurance?  | Yes/No |
| If the answer to any of the above questions is ‘NO’, please give further details: |

Signed (Trainee) Date:

Signed (Placement mentor) Date:

Signed (Course Tutor) Date: