

Masters of Guidance and Counselling

Host Handbook



JAMES COOK
UNIVERSITY
AUSTRALIA



We acknowledge the Traditional Owners of the lands and waters where our university is located and actively seek to contribute and support the JCU Reconciliation Statement, which exemplifies respect for Australian Aboriginal and Torres Strait cultures, heritage, knowledge and the valuing of justice and equity for all Australians

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Foreword and Overview

Welcome to the Masters of Guidance and Counselling professional experience subject **ED5310 - Practicum in Guidance and Counselling**.

Thank you for your consideration in hosting a James Cook University Master of Guidance and Counselling preservice practitioner. Your time and effort are greatly appreciated and by supporting our Master of Guidance and Counselling professional experience you are making a considerable contribution to the education community through helping our students.

Our students have various professional backgrounds, so they bring to practicum a vast range of experience, as well as problem solving and critical thinking skills from their studies and life experience. They have personal capacity to offer to your organisation as well a willingness to learn and gain through the experience you are offering. It is intended that a practicum will be a mutually beneficial arrangement and that placement hosts can benefit first hand from the work readiness of future graduates and may identify promising candidates for future employment.

Supervising a practicum can also be a valuable professional development opportunity for placement host staff.

The practicum subject ED5310 has been designed to give the students the best possible opportunity to learn as they contribute. We encourage the students to commit themselves to the professional experience you provide with clear objectives of what they can learn within your organisation. We also encourage our student to experience their mandatory 100 hours of placement across 2 different settings, where possible, to give them a breadth of experience. JCU seeks placement opportunities that can be from 25 - 100 hours to facilitate this.

To supervise a Master of Guidance and Counselling preservice practitioner it is required that the supervisor be eligible to hold membership with one of the following accrediting bodies and may include professionals such as Counsellors, Social Workers, Psychologists:

- Australian Counselling Association (ACA)
- Australian Association of Social Workers (AASW)
- Australian Health Practitioners Regulation Agency (AHPRA)
- Psychotherapy and Counselling Federation of Australia (PACFA)

Introduction of Course Coordinator

[Dr Margaret-Anne Carter](#), coordinates JCU's Master of Guidance and Counselling course and is also the subject coordinator and lecturer for ED5310 Practicum in Guidance and Counselling. Dr Carter has a vast background as a teacher, school counsellor, district counsellor, special education consultant, behaviour change specialist, education consultant (Australia and internationally), published author, editor and academic (JCU Australia and JCU Singapore). Dr Carter is passionate about working collaboratively, cultivating respectful working relationships, building trust and enhancing productivity.

For queries regarding learning outcomes of this Practicum, please make contact Margaret.carter@jcu.edu.au

Introduction of JCU Student Placement Team

JCU supports students undertaking ED5310 by supporting students in sourcing suitable placement opportunities. There is the option of applying for **pre-sourced opportunities**, or students can **self-source** a placement, as long as it meets the necessary supervisory and learning requirements.

The Student Placement Team will communicate with students and placement hosts approximately 3 months prior to each study period. The Student Placement Team works closely with the Course Coordinator regarding the suitability of presourced placement opportunities and the Course Coordinator reviews and approves any self-sourced placements.

For queries regarding administrative components of arranging a practicum opportunity please make contact placements@jcu.edu.au or phone: 07 4781 6333

Type of Fieldwork and minimum number of hours

The practicum will comprise a minimum of 100 hours in accord with the following components:

Type of fieldwork	Minimum hours (for 50 hour practicum)	Minimum hours (for 100 hour practicum)
Associated	14 hours	28 hours
Direct	32 hours	64 hours
Supervision	4 hours	8 hours

The Supervisor/Guidance Officer decides what is to be counted as *Associated*, *Direct* or *Supervision* hours, so please discuss this with the student during the preparation of the placement contract (Documents 4 and 10). The Supervisor/Guidance Officer must make this decision to ensure that all activities the student engages in while on practicum comply with your organisation's employment policies and ethics codes. The Supervisor/Guidance Officer must feel comfortable about the activities the student is doing and the student is obligated to follow directions. The student will continue to check the allocation of hours throughout placement so that the required minimum hours are met.

Associated hours account for the time spent informally becoming familiar with the workplace and making observations. This is often something done initially as the student becomes acquainted with the organisation's routines, procedures, policies, guidelines, and ethics codes. Further examples of associated hours include participation in staff meetings and staff development activities.

Direct hours are when the student works under the Supervisor/Guidance Officer's direction. The student is only allowed to do activities that comply with your organisation's employment policy and guidelines and ethics codes. It is understood and accepted by the students that some employers do not allow preservice practitioners to do direct counselling. If this is the case, the Supervisor/Guidance Officer will organise for students to complete other tasks.

Supervision hours are when the Supervisor/Guidance Officer is working with the student on professional development. Using the formula of 8 hours of direct experience per 1 hour of supervision, for 64 direct hours, the Supervisor/ Guidance Officer provides 8 supervision hours.

Students are encouraged to accept the opportunity to gain more *Direct* or *Supervision* hours if offered.

Placement dates

Placement can only commence after the Placement and Agreement document have been signed and returned to the Student Placements Team

ED5310 practicum subject is offered in both Semester 1 (February to June) and Semester 2 (July - November). Placement hosts can indicate on the Expression of Interest form their preference for time period as well as if the preference is for block or staggered dates for the practicum.

If a placement dates/hours are extended to be more than the initially discussed practicum hours, please send advice to Student Placements Team so JCU records can be updated.

Practicum Roles and Responsibilities:

Supervisor responsibilities (not an exhaustive list)

- ACA requirements the supervisor's / Guidance Officer's* responsibilities are to include:
- Provide an organisational induction/onboarding to the preservice practitioner so they can safely attend placement and undertake required responsibilities
- Sight and sign the Placement Logbook on a monthly basis
- Provide a final Placement Report on the student's overall competence
- Discuss any concerns regarding the student's practice or progress and jointly develop strategies for remediation
- Advise the subject coordinator if identified concerns cannot be adequately addressed, ensuring the student is aware of this action
- Discuss with the student at the earliest possible opportunity if the final Placement Report is likely to contain areas of low competency, along with strategies to remediate the situation. Maintain confidentiality
- Contact and advise the supervisee if inadequate contact is being made
- Inform the supervisee of knowledge and skill areas requiring special attention and development
- Sight and sign the Placement Logbook on a monthly basis
- Provide a final Placement Report on supervisee competence
- Discuss any concerns regarding the supervisee's practice or progress and jointly develop strategies for remediation.
- Advise the subject coordinator if identified concerns cannot be adequately addressed, ensuring the supervisee is aware of this action
- Discuss with the supervisee at the earliest possible opportunity if the final Placement Report is likely to contain areas of low competency, along with strategies to remediate the situation.
- (See ACA adapted Notes 'What is Supervision?' included in the Practicum Workbook).

Supervisee Responsibilities

This is not an exhaustive list

- Maintain confidentiality
- Undertake and engage with the induction/onboarding provided by the host organisation to ensure they can safely attend placement and undertake required responsibilities
- Initiate sufficient contact with the supervisor
- Attend to the areas of knowledge and skill identified for development and growth
- Maintain a Placement Logbook and ensure that it is sighted and signed by your supervisor monthly
- Maintain a supervision logbook
- Notify the subject coordinator of any changes to the supervision arrangement outlined in the Supervision Contract ASAP – This re-approval process is important for WPHS and insurance purposes
- Gain approval from the subject coordinator for participation in counselling activities outside of the supervised placement a minimum of 2 weeks prior to undertaking the proposed activity.

The phases of practicum

Phase 1: Organising a placement and setting up the practicum

Phase 2: During practicum

Phase 3: Completing practicum

Phase 1: Organising a placement and setting up practicum

Organisation and administration

Preservice practitioners are encouraged to experience more than one environment to broaden their understanding of counselling practice and help accumulate hours.

JCUs Student Placements Team supports in sourcing placements within placement host organisations that meet the practicum requirements as outlined by the Australian Counselling Association.

1. Presourced Placements

- A Placement Host is asked to complete an Expression of Interest (EOI) form and the information provided is used to advertise placement opportunities to students.
- Students are required to apply for these presourced placement opportunities by providing their CV and cover letter for consideration. The CVs and cover letters can be shared with placement hosts as required.
- JCU encourages all placement hosts to have a preplacement interview/meeting with potential students to ensure a 'good fit' and as a first point of contact to discuss the learning outcomes to be achieved.

2. **Self Sourced Placements** - Preservice practitioners can self-source a placement with a potential placement host by completing documentation in JCUs InPlace (Placement Management System).

3. There cannot be any conflict of interest within the allocation of a Supervisor. If in doubt, please contact the Student Placements Team for further discussion.

4. The placement workload is to be negotiated with the Supervisor prior to the commencement of the practicum (Contract Document 1). Placement can be undertaken in a block or in hours per week in accord with the needs of the host and preservice practitioner.

Please note: The expectation is that preservice practitioners will complete the practicum hours within the timeframe of the study period and submit all documentation by the due date.

Phase 2: During practicum

Students are required to revisit the Codes of Ethics at [ACA \(Australian Counselling Association\)](#)

Professional development reflection

At the beginning of practicum, the preservice practitioner will complete a reflection of their professional development needs. The preservice practitioner may ask for your guidance on this document in line with the learning outcomes of the practicum. This is a document that the preservice practitioner will refer to during practicum as part of the mid-placement review with the Supervisor, and again at the conclusion of practicum.

Student Professional Placement Logbooks A, B, C

Students use a Professional Placement Logbook to record their hours and type of fieldwork practice. The logbook is submitted as an Assessment Task.

The Supervisor/Guidance Officer is to sign the Logbook at least once a week. This helps to ensure student agrees regarding which hours are to be counted as Associated, Direct and Supervision.

Supervisor/Guidance Officer is also to sign the summary document for each placement of the practicum. It is the student's responsibility to organise signing of documentation. Formal supervision meetings are defined through having a focus on the student and their needs.

Communication and Meetings

Open and fluid verbal and, where appropriate, written communication in the student relationship is desirable, Regular formal meetings to discuss issues and promote professional development are strongly recommended.

Confidentiality, privacy issues and record keeping

The terms and conditions in relation to confidentiality must always be strictly adhered to by students.

Phase 3: Completion of Practicum

Ensure that Placement Logbooks A, B, C (Documents 2.1, 2.2, 2.3) have all been signed and reflect the hours and breakdown of hours that were performed.

Ensure Placement Report (Document 3) has been completed, signed and returned to the preservice practitioner.

Assessment

The preservice practitioner has assessment items to submit to JCU's ED5310 subject coordinator who will assess and evaluate the standard of the student's practicum experience as achieving a satisfactory standard or an unsatisfactory standard. This standard is based on summative feedback from the supervisor (s) in conjunction with the contents of documents submitted at the end of placement, specifically document 4,5,6,7. The requirement from the Supervisor/Guidance Officer is to sign logbooks and complete the Placement Report.

Documentation for each practicum phase

Documents collected during the practicum and upon practicum completion form part of assessment. It is strongly advised you keep hard copies and electronic backup copies of all documents.

Phase	Document number and name
Organising a placement and setting up the practicum	<p>JCU's Student Placements Team support our MGC preservice practitioners by assisting in sourcing placement opportunities based on information provided by the preservice practitioners.</p> <p>Student Placements Team will contact potential hosts to source placement opportunities. An Expression of Interest form will be provided to capture the placement opportunity details and these will be advertised for preservice practitioners to apply for.</p> <p>A pre-placement interview is encouraged by the potential host to ensure a good fit for placement.</p> <p>Student Placement Agreement will be issued to placement host as the legal document for the placement</p> <p>WHS Proforma will be issued to the placement host to ensure compliance with JCU requirements</p> <p>Insurance – JCU students on practicum in an unpaid capacity are covered by JCU's insurance.</p>
Prior to practicum	Compulsory Workshop Pre-Placement Development Questionnaire (Document 4) to be completed twice (pre-practicum and post-practicum)
During practicum	Placement Contract (Document 1) Placement Logbooks A, B, C (Document 2.1, 2.2, 2.3)
Completing practicum	ED5310 Cover Sheet Placement Report (Document 3) Development Questionnaire (Document 4) to be completed twice (pre-practicum and post-practicum) Professional development reflection (post-practicum) (Document 5) Placement Feedback (Document 6) Self Development Reflection (250 -500 words per subject) (Document 7)

Legal and administrative information for practicum

1. Working with Children/Vulnerable People Check
2. Confidentiality Agreement
3. Placement Guidelines and Conditions
4. Placement Host Induction – Commencement of Placement
5. Australian Counselling Association – What is supervision?
6. JCU Insurance cover
7. At Risk Notification
8. Review of Student's Suitability to Continue in a Course Involving Placement
9. Example of Placement Report

Working with Children preplacement requirements

All students undertaking a Professional Experience within Australia are required by law to hold a valid Working with Children or Vulnerable People check. JCU's Student Placement Team ensure that this mandatory preplacement requirement is met. Placement Hosts may request to view a student's documentation in line with their internal processes.

Confidentiality Agreement

All JCU students are required to acknowledge JCU's Confidentiality Agreement. The Student Placement Team ensure that this mandatory preplacement requirement is met. If a placement host has their own requirements regarding confidentiality agreements this should be provided to the student at the commencement of placement.

Placement Guidelines and Conditions

All JCU students are required to acknowledge JCU's Placement Guidelines and Conditions. The Student Placement Team ensure that this mandatory preplacement requirement is met..

Placement Host Induction

At the start of placement, please induct the pre-practitioner into your organization. This should include general information such as toilets, lunch areas, break times, emergency exits and procedures.. This induction should not be onerous and be aligned with how you would induct a new staff member joining the organization.

Insurance

This document will be sent with your confirmation letter once your placement is confirmed. You can also download the current year insurance document JCU website.

At Risk Notification Report

The At-Risk Notification Report (sample on following page) is to be used during the practicum to alert the university to concerns your Supervisor/Guidance Officer may have about your performance. This process enables the Subject Coordinator to organise assistance.

Please note the notification process should be used if the Supervisor/Guidance Officer is concerned about your progress, and it is considered you may succeed with assistance from subject staff. The process should not be used with a student who is clearly not competent to proceed although it may be used early in the practicum to try to get them to a satisfactory level.

The Supervisor/Guidance Officer will fill out an At Risk Notification Report and email it to the Student Placement Team and to the Subject Coordinator.

As a student if you have concerns regarding your placement the first step should be to have a conversation with your Supervisor/Guidance Officer to try to find a resolution. If you require assistance please contact your Subject Coordinator or Student Placement Team.

Review of Student's Suitability to Continue in a Course Involving Placement

Refer to the University's policy:

<https://www.jcu.edu.au/policy/learning-and-teaching/review-of-a-students-suitability-to-continue-a-course-involving-placement>

Practicum Student Handbook

Students will complete all required assessment placement documentation while on placement. If you should to view this documentation please contact placements@jcu.edu.au.

Example of Placement Report to be completed by Supervisor

Placement Report [Doc. 1]

Preservice Practitioner:

Placement Setting:

Date Placement Commenced:

The aim of this report is to provide:

1. Information on whether the supervisee has reached a satisfactory level of performance in their placement.
2. The supervisee with feedback on their performance and identify areas of strength and those requiring development.

It is requested that this report be completed at the *end* of the supervisee's placement. The report should be discussed with and signed by the supervisee prior to submission to James Cook University.

Notes on Report Sections:

Professional Practice – supervisees must gain a Satisfactory rating on all ten (10) items to pass their placement.

Required

PROFESSIONAL PRACTICE <i>(All 10 areas must be Satisfactory for overall Competency)</i>	Below	Satisfactory
Punctuality/attendance	<input type="checkbox"/>	<input type="checkbox"/>
Work standards e.g., agency commitments, adequate preparation, workload	<input type="checkbox"/>	<input type="checkbox"/>
Response to advice and feedback from supervisor	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with other professionals and staff of the agency	<input type="checkbox"/>	<input type="checkbox"/>
Protection of confidential information	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and practice of professional ethics	<input type="checkbox"/>	<input type="checkbox"/>
Organisation of time	<input type="checkbox"/>	<input type="checkbox"/>
Oracy (professional oral communication skills)	<input type="checkbox"/>	<input type="checkbox"/>
Literacy (professional reading and writing communication skills)	<input type="checkbox"/>	<input type="checkbox"/>
Numeracy (professional mathematical skills)	<input type="checkbox"/>	<input type="checkbox"/>

I have signed the logbook and certify the supervisee has completed:

_____ hours of associated hours (total minimum 28 hours)

_____ hours of direct client contact (total minimum 64 hours)

_____ hours of formal supervision (total minimum 8 hours)

Supervisor/Guidance Officer Name (Please Print):

Contact details:

Signature:

Date:

Optional (completion of the remainder of this report is optional)

COMMUNICATION AND ORGANISATION SKILLS	Below	Satisfactory	Not Applicable
General record keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to organise material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate ideas and opinions in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to write in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to target reports to the appropriate audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills e.g., case presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance at meetings and conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/independence e.g., accessing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specified in contract):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection of appropriate assessment methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtaining information through observation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of test administration and technical aspects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes rapport with clients during test administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpretation of test results and/or protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of rationale for assessment methods used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integration of information obtained in assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to provide assessment feedback to clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specified in contract):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERVIEWING SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishing early rapport with clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains effective relationship with client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows empathic understanding of the client's situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness of own strengths/limitations and impact upon clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate blend of styles of questioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate listening techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows good exploration and clarification of problem related information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows congruency between non-verbal and verbal behaviours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specified in contract):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERVENTION AND THERAPY SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to identify presenting problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to formulate and analyse presenting problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demonstrates ability to plan relevant intervention programs for different problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good use of theory and/or research in choosing interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses intervention techniques effectively in therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates good management of time during the session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains focus on relevant problems during the session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to implement total intervention programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly monitors and reviews intervention progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows good use of relevant homework assignments between sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well with others in implementing interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows good attention to maintenance and follow up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to terminate relationships appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specified in contract):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUMMING UP THE PRACTIUM			
General Strengths:			
Areas for Future Development:			
Summary Comments:			



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