

# The Norwich Centre



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### Post-Graduate Diploma in Counselling

#### Supervisor Job Description

Supervisors who work with students from the Post-Graduate Diploma in Counselling are responsible for monitoring their clinical work throughout the duration of the core training period from the onset of clinical placements until the end of the course.

Individual supervision will be complemented by two hours of group supervision on each course weekend.

Students are required to have a minimum of one hour of individual supervision per fortnight and not less than one hour of individual supervision per eight client sessions (including missed sessions). Additional supervision may be required and should be gauged on the nature and complexity of client work in relation to trainee experience, rather than on meeting the minimum supervision requirements.

We have introduced the on-line and telephone counselling element to the course as of September 2024. Whilst the majority of supervision sessions will be face-to-face, we ask that a small proportion are completed on-line and/or by telephone to reflect this aspect of the clinical practice trainees will be undertaking. All client work must be presented for individual supervision.

Students will be given our approved provider list of supervisors and will approach the supervisor of their choice. Arrangements such as payment and session times will then be discussed directly between supervisor and student. Whilst there is an expectation that supervision criteria are met, The Norwich Centre do not make arrangements for supervision on behalf of students.

Both the supervisor and the trainee will be required to agree and sign an explicit contract with the course, which will outline:

- The limits of confidentiality.
- Actions to be taken if ethical concerns arise.
- Actions to be taken if concerns about a trainee's practice should arise.

The supervisor must agree to work within the BACP Ethical Framework for the Counselling Professions and in accordance with the policies and procedures of the course placement providers.

## **Person Specification**

### *Essential*

- Membership of BACP or equivalent professional body.
- Familiarity with and agreement to work within the BACP Ethical Framework for the Counselling Professions.
- A recognised qualification (BACP or equivalent) in Person-Centred Counselling and Psychotherapy.
  - If it was not included in the core counselling training, additional on-line and telephone counselling and supervision training.
- A minimum three years' experience of supervised counselling practice. Including experience of working with clients in OPT.
- Ongoing supervised counselling practice in the person-centred tradition.
- A recognised qualification in supervision and a minimum of two years' supervising counselling practice.
  - In the absence of a supervision qualification, we would require a minimum of five years' experience of supervising counselling practice, including experience of working with supervisees using OPT.

Revised October 2026

CN & MP