



INSTITUTE
of
COUNSELLING
PSYCHOLOGY

Dear Colleague

Your supervisee has applied for membership of the Institute of Counselling Psychology. As part of the application process the Counselling Institute requires a brief report from you as the applicant's supervisor. Please note that this report should include the dates and length of time of the supervisory relationship. The purpose of your report is so that the Institute can determine whether there is regular supervision, and that there has been whilst in practice. Similarly we want to ensure that the applicant is carrying out safe and competent practice in the field.

The report we hope you will find not too onerous but at the same time gives us the information needed to make a decision about the applicant meeting membership criteria. Accordingly we would appreciate if you would complete the attached report and place it in a sealed envelope marked Private and Confidential to the Institute of Counselling Psychology. This should normally be given to the applicant for inclusion with the application material. If there is some reason for you to send the information directly to the Institute or wish to discuss some aspect of the application please contact the Executive Director, NZPsS at Executivedirector@psychology.org.nz or PO Box 4092, Wellington 6140.

Thank you

Yours sincerely

Membership Secretary



INSTITUTE
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PSYCHOLOGY

Supervisor Report

Name of Supervisor

Mailing Address

Email and phone

Professional registration,
qualifications and
affiliations

Supervisor's place of work

Please provide evidence
of any supervision
training undertaken

Brief paragraph as to why
you are a suitable person
to supervise the applicant

Name of Supervisee

Nature of Supervisee's
work and client group
being supervised

Dates of supervisory
relationship (applicants need
to provide evidence of two years
post registration supervision in
New Zealand)

Frequency of contact with
supervisee

Nature of supervision
e.g. live observation,
documentation review, mix
of case presentation and
theoretical issues

Does the supervisee
demonstrate safe
practice? If so, how do
you judge this?

Identify your supervisee's
strength in practice

Identify your supervisee's
gaps in practice

Do you have any
particular concerns about
the competence of your
supervisee? If so, please
specify

What steps are you as
a supervisor, and the
supervisee, taking to
rectify these?

Please comment on the
supervisee's knowledge
and awareness of bi-
cultural issues

Do you know of any
complaint upheld or
current outstanding
complaint against your
supervisee? If so briefly
describe the nature of the
complaint

Do you believe in terms of qualifications and competent practice, that the applicant should be admitted membership of the Institute and be granted the specialist status this implies?

Are there other issues in relation to this application of which the Membership Committee should be aware? If so, please elaborate

Signature

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Date:

On completion of this Report, place it in a sealed envelope marked "Private and Confidential to the Institute of Counselling Psychology" and return it to the Supervisee/ Applicant