

NOTICE TO APPLICANTS: Please complete the following Sections:

Application for Supervision Course Re-Accreditation

Section 1: Requirements for Course Accreditation
Section 2: Admission
Section 3: Course Staff
Section 4: Course Rationale, Philosophy and Design
Section 5: Course Content
5.1: Knowledge
5.2: Professional skills
5.3: Reflective Practice
Section 6: Professional Practice
Section 7: Theory
Section 8: Skills Training
Section 9: Methods
Section 10: Professional Issues
Section 11: Assessment
Facilities
Course Statistics
Application Checklist
Declaration & Disclaimer
Please complete using CAPITAL LETTERS and return to: Course Accreditation Supervisor, IACP, First Floor, Marina House,
11-13 Clarence Street, Dun Laoghaire, Co. Dublin.
SECTION 1: REQUIREMENTS FOR COURSE ACCREDITATION
COLLEGE DETAILS
Name of College:
Address:
Phone:
Email:
Website:

IACP Organisational Number: ______ Date application submitted to IACP: ____

COURSE DETAILS
Full Course Title (as it appears on graduate certification and advertising): Please note: only exact title will be accepted by the IACP.
Validating / Awarding body (if applicable):
The range and type of other courses or related counselling and psychotherapy services offered by the college:
Course Orientation, Philosophy, Theoretical Approach (Core approaches):
Duration of the course in years:
Course contact hours:
Mode of Attendance: Full time Part time) Total Number of trainees enrolled on this course:
Does this course set a: Minimum class number Maximum class number
Is this course run: each year every 2nd year less frequently
How is the course delivered? Weekday Weekend days blocks of day
Location where this course is held:
Course Start Date:
When did the first cohort graduate from this course?
Please attach a current course Timetable
COURSE APPLICATION CO-ORDINATOR / CONTACT PERSON
(Appointed by the college to liaise with the IACP)
Name:
Position Held: Direct Phone Number:
Direct Phone Number: Direct Email:

EXTERNAL EXAMINER	
not the course itself. The External Examiner will have no c	the College. The Examiner remains directly accountable to the college and current association with the college or course or any current personal or External Examiners are seen as independent and unbiased.
Name of External Examiner :	
Direct Phone Number:	Direct Email:
Qualifications:	
Other experience in the role of External Examiner:	
OFFICE USE ONLY	
Rating for SECTION 1: COURSE REQUIREMENTS INCLU	DING ALL ITEMS ON CHECKLIST
Duration of course (100 hours min)	
50 hrs supervised supervision practice	
Prospectus and advertising leaflets, web pages	S
Professional indemnity	
☐ Independent External examiner ☐ Written complaints procedure	
Appeals procedure	
☐ IACP membership of at least one core staff me	ember
☐ IACP 'Organisational Membership'	
Copy of the interview questions	
Comment:	

SECTION 2: ADMISSION

2. What information about the course is given to prospective applicants? SELECTION PROCEDURES 3. Describe how potential trainees are selected (e.g. application forms with two referees, interviews, who conducts the interviews, how the interviews are assessed, who are they assessed by?) 3a. Who is involved in the interview process? 4. Demonstrate how trainees are selected and assessed with regard to the following: • Commitment to the role of Supervisor. • Respectful, empathic, flexible and open.	TRAIN	EE SELECTION
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Commitment to the role of Supervisor. Respectful, empathic, flexible and open.	3a. W	ho is involved in the interview process?
Respectful, empathic, flexible and open.	4. De	emonstrate how trainees are selected and assessed with regard to the following:
	•	Commitment to the role of Supervisor.
Commitment to lifelong learning and ongoing professional development. Valuing ethical principles.	•	Respectful, empathic, flexible and open.
Commitment to lifelong learning and ongoing professional development. Valuing ethical principles.		
	•	Commitment to lifelong learning and ongoing professional development. Valuing ethical principles.
Commitment to knowing and working within one's own strengths, limitations and competence	•	Commitment to knowing and working within one's own strengths, limitations and competence
Years of experience as a Counsellor/Psychotherapist.	•	Years of experience as a Counsellor/Psychotherapist.

•	Self-a	awareness, maturity and stability
•	Abilit	ty to make use of and reflect upon life experience.
	-	
•	Capa	city to cope with the demands of the course, both academic and professional.
•	Pote	ntial to form a supervisory relationship.
•	Abilit	ty to be self-reflective and evaluative and to give and receive constructive feedback.
•	Awar	reness and sensitivity to the nature of discrimination, marginalisation, oppression and the misuse of power.
•	Suita	bility to train and fitness to practice
5.	Wha	t is the college's procedure for informing unsuccessful candidates?
		SE ONLY r SECTION 2: ADMISSION
Coı	mmen	t:
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SECTION 3: STAFF STAFF STRUCTURE 1. Please explain the overall management and staffing structure of the course and how it relates to the management structure of the college: **CORE TRAINING STAFF** 2. Core training staff are members of course staff who have ultimate responsibility for the quality of the course and for the experience and wellbeing of trainees and their clients. Please Note: The IACP must be notified immediately of any changes in core trainers. 2.1 Name of Core Trainer A: _ Qualifications: __ Associations accredited with and Dates of Accreditation: Have trained as a trainer? If yes, outline Qualification: Outline experience in Counselling and Psychotherapy training and Supervision training: Outline experience in supervised counselling / psychotherapy: How often does this core trainer engage in external supervision on their training work?

IACP Accredited Member Number or equivalent association membership number: _

2.2 Name of Core Trainer B:
Qualifications:
Associations accredited with and Dates of Accreditation:
Have trained as a trainer? If yes, outline Qualification:
Outline experience in Counselling and Psychotherapy training and Supervision training:
Outline experience in supervised counselling / psychotherapy:
How often does this core trainer engage in external supervision on their training work?
IACP Accredited Member Number or equivalent association membership number:
2.3 Name of Core Trainer C:
Qualifications:
Associations accredited with and Dates of Accreditation:
Have trained as a trainer? If yes, outline Qualification:

2.3 Core Trainer C: (continued)
Outline experience in Counselling and Psychotherapy training and Supervision training:
Outline experience in supervised counselling / psychotherapy:
How often does this core trainer engage in external supervision on their training work?
IACP Accredited Member Number or equivalent association membership number:
STAFF MEETINGS, SUPPORT, DEVELOPMENT AND CONSULTATION
3. Demonstrate how the course ensures staff support and development:
4. How often does course staff meet throughout the year?
5. Who attends these meetings?

OFFICE USE ONLY
Rating for SECTION 3: STAFF
Comment:
SECTION 4: COURSE RATIONALE, PHILOSOPHY AND DESIGN
1. Please provide a statement to clearly articulate the rationale and philosophy of the Supervision training provided on this course.
2. Please provide a statement to clearly articulate how the design of the course reflects this rationale and philosophy:
3. Outline how the course is evaluated by staff and trainees:
4. Demonstrate how the course gives trainees an opportunity to evaluate their training experiences and give feedback to staff?

5. How often does the course hold staff-trainee review meetings?
6. If a trainee is struggling during the course, demonstrate how this situation would be dealt with?
OFFICE USE ONLY
Rating for SECTION 4: COURSE RATIONALE, PHILOSOPHY AND DESIGN
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SECTION 5: COURSE CONTENT

MODULE DESCRIPTORS	
Please include the following information for each module of t	he course:
Module Title:	
Full module descriptor:	
Name of module tutor:	
Do all trainees attend this module:	
Duration of the module (total hours):	
How is this module assessed:	
Demonstrate how the following areas are covered in the cou	se content. It is sufficient here to refer to the appropriate module.
Knowledge	
Knowledge and understanding of the purpose, tasks and functions of supervision (different orientations, research, assessment etc.)	
2. Knowledge of models, theories, techniques, modalities such as 1 to 1, peer, team and other forms of supervision.	
Knowledge of adult learning theories/styles and their implications in supervision	
Knowledge of the development stages of both supervisee and supervisor.	
5. Knowledge of legal and ethical issues and Codes of Ethics and Practice specific to supervision.	
6. Knowledge of and the ability to manage evaluation, review and giving and receiving constructive feedback.	
7. Awareness and knowledge of diversity and inclusive practice.	
Knowledge of research developments in the field of supervision.	

Pro	ofessional Skills	
1.	Ability to establish an effective supervisory contract and relationship with a balance of support and challenge.	
2.	Ability to establish, maintain and end a supervisory working alliance.	
3.	Awareness of and an ability to adapt to diversity in all its forms, (e.g. gender, age, culture, class, sexual orientation, personality and professional training).	
4.	Sensitivity and competency in relation to issues of power and authority inherent in the role of supervisor.	
5.	Awareness of the need for confidentiality and also awareness of the limits of confidentiality with reference to IACP Code of Ethics and relevant legislation (e.g. The Children First Act, 2014).	
6.	Ability to establish and maintain professional boundaries.	
7.	Skilled in attending to the supervisee's verbal and non -verbal communications (e.g. use of effective empathy, purposeful challenge etc.).	
8.	Understanding and awareness of the various stages of the supervisory process.	
9.	Models multicultural awareness and competence.	
10.	Ability to implement a gatekeeping role and monitor best professional practice with supervisees (e.g. issues of fitness to practice; record keeping).	
11.	Capacity to manage the interface with agency, training body and organisational issues.	
12.	Ability to negotiate formative and summative evaluations.	
13.	Capacity to give and receive constructive feedback.	
14.	Understanding of the relevance of supervision research to best practice in supervision	
15.	Attend to outcomes for supervisees and their clients.	

Refle	ective practice	
ti	ow does the course provide opportunities for reflec- ve practice consistent with the IACP Code of Ethics for upervisors?	
	ow does the course provide regular and systematic pproaches to reflective practice?	
	a) Individually	
	and	
	b) in a group	
W	re trainee supervisors required to maintain a record which monitors their own self-development and evience of professional growth?	
. F	low is this record assessed?	
a t	wareness of the need for confidentiality and also wareness of the limits of confidentiality with reference o IACP Code of Ethics and relevant legislation (e.g. The	
	Children First Act, 2014). USE ONLY	
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SECTION 6: PROFESSIONAL PRACTICE

PART 1: TRAINEES SUPERVISION PRACTICE HOURS
1. Demonstrate how Trainee Supervisors have opportunities to work with individual supervisees or supervision groups in a mode consistent with the course rationale, philosophy and design, and with the primary work for which they are being trained.
2. How many Supervision practice hour are trainees required to complete within the duration of the course? a) internal (in course) practice hours b) external practice hours
Does the course stipulate how many of these hours must be individual supervision practice hours or group supervision practice hours?
3. Demonstrate how the course ensures that all the supervision practice work takes place within formally contacted agreements made between the trainee supervisor, the supervisee and the training organisation
Please provide the template of the supervision contract used by course participants.
4. Demonstrate how the course ensures that external supervision practice hours take place in an appropriate supervision setting?
PART 2: SUPERVISION OF TRAINEES SUPERVISION PRACTICE HOURS
1. Demonstrate how the course monitors the supervision of the trainee supervisor's practice work a) internal (in course) supervision of practice hours b) external supervision of practice hours
2. What is the ratio of supervision to supervision practice hours?

3. Demonstrate how the course ensures that trainees are given appropriate and sufficient feedback on their supervision practice w	/OIK
Please provide a template of any required supervisor reports	
4. Demonstrate how the course ensures that external supervisors are suitably qualified and accredited.	
5. Are trainee supervisors required to indicate their trainee status to their practice work supervisees?	
OFFICE USE ONLY	
Rating for SECTION 6: PROFESSIONAL PRACTICE	
Comment:	

SECTION 7: THEORY 1. What is the core theoretical model underpinning this course? 2. Demonstrate how the course provides a broad introduction to the concept of adult learning. 3. Demonstrate how the course provides a broad introduction to a) models and forms of supervision b) the supervisory relationship c) tasks and processes of supervision

4. Demonstrate now the course provides sumcient supervision theories, drawing upon a variety of disciplines to enable the trainee supervisor to understand and evaluate critically
a) The underlying assumptions, basic principles and elements, concepts, strategies and techniques of the core theoretical models
b) The supervision process and principles and mechanism of learning conceived by the core theoretical models
c) Comparisons with other supervision approaches
d) Awareness of the social system and organisational context in which supervision occurs for the supervisor, the supervisee and the supervisee's clients.
e) Awareness of the clinical rhombus and its implications for organisations, supervisors, supervisees and their clients.
5. Demonstrate how this course includes learning from current research.

OFFICE USE ONLY
Rating for SECTION 7: THEORY
Comment:
SECTION 8: SUPERVISION SKILLS TRAINING
1. Demonstrate how the course provides
a) Structured experience and regular opportunities for practice and observation of supervision.
b) Discussion and review of practice work
c) Regular opportunities to give feedback, review and discuss the supervision practice work
d) Opportunities to practice the blend of supervision skills appropriate to core theoretical models

2. Demonstrate how the course assesses the trainee's ability
a) to identify supervision skills
b) to analyse supervision skills
c) to utilise supervision skills
3. Demonstrate how the course monitors and assesses the trainee's supervision skills development.
OFFICE USE ONLY
Rating for SECTION 8: SKILLS TRAINING
Comment:

SECTION 9: METHODS 1. Demonstrate how the course encourages trainees to take responsibility for their own learning. 2. How do trainees access external sources of knowledge and information while on this course? 3. What parts of the course are managed in small group situations? How is this monitored? 4. What formal opportunities do trainees have to review the course and give feedback on the course? 5. What formal opportunities do trainees have to evaluate their learning on this course?

6. Each trainee must have access to a member of staff for support. How is this managed?
7. List the essential reading required on this course
8. List the required written work (or creative alternative) on this course
6. List the required written work (or creative alternative) on this course
Please attach the course's recommended reading list and bibliography
OFFICE USE ONLY
Rating for SECTION 9: METHODS
Comment:

SECTION 10: PROFESSIONAL ISSUES 1. On this course, when are trainees formally introduced to the IACP Code of Ethics and Practice for supervisors? Describe the opportunities trainees have to discuss all aspects of this code. Are trainees required to make a formal commitment to abide by the Code of Ethics for Supervision before commencing their supervision practice work? 2. How are trainees encouraged to familiarise themselves with relevant legislation? Describe the opportunities trainees have to discuss all aspects of relevant legislation, the implications for practice and how it relates to their own values and attitudes. 3. How does the course inform trainees about elements concerning Confidentiality Contracting **Data Retention Child Protection Guidance**

4. How does the course provide opportunities for trainees and staff to meet and reflect on all aspects of the course and to exploi organisational issues.
Demonstrate how trainings are made aware that successful completion of the source does not mark the end of training and
Demonstrate how trainees are made aware that successful completion of the course does not mark the end of training and levelopment.
·
 Demonstrate how this course provides opportunities to explore multicultural and equal opportunity issues in supervision theology and practice, to include class, race, gender, sexuality and disability.
na praetice, to metade class, race, genaci, sexuality and disability.

7. What opportunities do trainees have to become familiar with current research
OFFICE LIGE ONLY
OFFICE USE ONLY
Rating for SECTION 10: PROFESSIONAL ISSUES
Comment:
SECTION 11: ASSESSMENT
1. Outline how the course has adopted a mode of assessment which is congruent with the philosophy and rationale of the course,
with an appropriate combination of assessment from all staff, supervisors, peer and self-assessment.

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6. How are the trainees informed of their progress throughout the course?
7. Are trainees given opportunities to evaluate their training experience and give feedback to the staff
a) during the course
b) at the end of the course?
8. What are the procedures for deferrals, late submissions and extensions?

9. What is the Appeals procedure for the course?
10. What is the External Examiner's role in the assessment of trainee work on the course?
OFFICE USE ONLY
Rating for SECTION 11: ASSESSMENT
Comment:

FACILITIES
1. Please give details of the facilities available to trainees on this course.
Please refer to facilities such as:
1. Library
2. Canteen/ Kitchen
3. Parking
4. Study room
5. Lecture Rooms
6. Skills practice Rooms7. Toilets
7. Tollets
OFFICE USE ONLY
Rating for FACILITIES
Comment:

COURSE STATISTICS	
Admission	
How many trainees are enrolled on this course?	
Course Hours	
Give the time at which the course is held (i.e. sessional hours):	
Total Class contact hours:	
Number of contact hours of Core trainers with trainees:	
Total number of hours of Supervision Practice hours to be completed by trainees:	
Supervision of supervision practice hours	
Total Number of supervision hours:	
Ratio of Supervision hours t supervision practice hours:	
OFFICE USE ONLY Rating for COURSE STATISTICS	
Comment:	



Application for Supervision Course Accreditation Checklist

Please ensure that the following checklist can be completed prior to application:	
Current Accreditation Fee.	
2. Organisational Member of the IACP.	
3. At least one Core staff member is an Accredited Member of the IACP.	
4. Completed Application Form.	
5. A copy of the Applicant Interview questions.	
6. A copy of all Policies and Procedures (incl. Duty of care to trainees and in event of a course 'Ceasing to Trade').	
7. A copy of the Course Complaints Procedure, including a copy of the Complaints Procedure for clients of trainees.	
8. A copy of the Course Appeals Procedure.	
9. A copy of the Indemnity Insurance for course organiser and trainees.	
10. Contact details of an External Examiner.	
11. A list of suitably qualified Supervisors issued to trainees.	
12. A copy of the supervision practice work contract.	
13. A copy of the Course Timetable and Module Descriptors.	
14. A copy of Course Promotional Materials, Handbooks etc.	
15. A copy of assessment criteria for written assignments and assessed supervision practice work.	
16. A copy of the practice work consent form.	
17. A copy of the procedure for late submissions and deferrals.	
18. A statement from an independent auditor that the organisation is financially sound and viable - to include:	
• Tax Clearance Form (Annually)	
Memorandum & Articles	
• Succession Policy.	

DECLARATION & DISCLAIMER:

Print Name: _

Courses must abide by the following criteria outlined in the Supervision Course Accreditation Criteria Document:

- Courses must provide core trainers who are appropriately qualified in accordance with the Course Accreditation Criteria under Section 3 Staff
- Core training staff, external supervisors and any other who make a significant contribution to the training programme must be familiar with and agree to work within the current version of the IACP's Code of Ethics and Practice including IACP's Code of Ethics and Practice for Supervisors.
- Trainees must agree to abide by the IACP's Code of Ethics and Practice
- Courses must monitor carefully trainee supervision practice work and the trainee's supervision of that practice work.

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Under the IACP Code of Ethics and Practice, trainees must indicate their trainee status	s to their supervisees.
Trainees must be made aware of the requirement for professional indemnity insurance.	e cover for their practice work.
Signed by Course Coordinator:	
Print Name: Date:	
Only courses which have completed the accreditation process and have received writter may include the words 'IACP Accredited Supervision Course' on their publicity material ing. Agencies engaged in training should not state or imply in any publicity material that	or use words that imply the same mean-
applied for IACP accreditation.	
applied for IACP accreditation. DECLARATION	ate or false information or omission of ma-
DECLARATION I confirm the information I have supplied is correct and true. I understand that any inaccur	ate or false information or omission of ma-

Date: _