Diploma trainee name: ……………………………………………….. Agency name: …………………………………………...

Number of clients hours completed to date at this agency: ……………………………………………………………………

Start date of placement: …. …… End date of placement (if applicable): …………………………….

Compiled by: Position:

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| **Please comment on the trainee as a member of the agency team, working within the professional and ethical framework of the agency** |
| **1.1.4 1.1.5 How well does the trainee understand and work within the agency’s legal framework including equal opportunities, safeguarding children, young people, vulnerable adults and anti-discriminatory policy**? |
| **1.2.1 How well does the trainee’s record keeping reflect appropriate ethical, legal and professional practice as required by the agency?** |
| **2.1.2 How well does the trainee make contracts and maintain boundaries (with clients) which are appropriate to the client group and professional practice?** |
| **7.2.3 How well does the trainee understand how to use your agency’s methods of monitoring client outcomes (if appropriate)?** |
| **1.1.2 1.2.2 How well does the trainee work as a member of the agency team? Please comment:** |
| **7.2.2 How well does the trainee make appropriate use of clinical supervision to support ethical and safe practice, for risk assessment and referral?** |
| **Please give your opinion on the trainee’s readiness to work as a professional counsellor within the context of an agency:** |
| **Any other comments?** |

Signed: Date:

Trainee signature: Date:

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| This report can provide evidence for the following units of CPCAB’s Level 4 Diploma in Therapeutic Counselling (TC-L4):   * Working ethically, safely and professionally as a counsellor (Unit 1) * Working within a user-centred approach to counselling (Unit 4) * Working within a coherent framework of counselling theory and skills (Unit 6) * Working self-reflectively as a counsellor (Unit 7) |