1. During the 1st Year of the Level 4 candidates will be observed in skills practice sessions working with a peer. Over the course of three sessions with the same peer an assessment will be made by the teaching team regarding the suitability of the candidate to being working with clients in an agency setting at which point the candidate will be given the go ahead to obtain a placement.

2. Once the candidate has found a work experience provider or agency, the candidate will need to enter into a working agreement with the provider (contract between the agency and volunteer/trainee counsellor form).

3. Upon receipt of a copy of the contract between the agency and volunteer/trainee counsellor from from the candidate, a further agreement, setting out the responsibilities of each party named above (contract between Devon and Cornwall Counselling Hub and The Candidate and The Placement) will be sent to the workplace provider asking the provider to agree to:-

* Provide appropriate indemnity and liability insurance.
* Provide appropriate client assessment and referral procedures.
* Meet the health and safety obligations to client and counsellor.
* Work in accord with relevant legislation.
* Provide induction, training, mentoring and line management support to the trainee.
* Provide agency supervision, OR monitor supervision provided by independent supervisors who are not part of the agency.

4. Within three months of the candidate starting work at a provider, contact will be made with the provider to check the candidate’s progress and to develop working links with the provider. Workplace providers will be encouraged to share concerns and successes with Devon and Cornwall Counselling Hub.

5. Should there be any cause for concern regarding candidate’s progress, conduct or practice, by Devon and Cornwall Counselling Hub, or the workplace provider, a meeting will be arranged between both parties to discuss the situation and to agree upon a course of action. It should be noted that in extreme cases, the course of action may result in the candidate losing their workplace provision and being withdrawn from the course.