

**Assignment Title and Brief: -**

**Summarise and explain the key policies and procedures used in your agency and reflect on your experience of working in the agency.**

The assignment requires you to investigate the policies and procedures used within your agency. It requires you to summarise the various policies and procedures that your agency uses and explain how these ensure that their work is ethical, safe and effective for the clients who access its services.

The assignment requires you to reflect on your experience of working in the agency, you could explore what you have learnt about working in a counselling agency, or how your practice has developed through seeing clients.

**You should include: -**

* A summary of some of the key policies and procedures used in your agency, eg child protection policy and the way it allocates clients to counsellors, monitors client outcomes, etc
* An explanation as to how the policies and procedures you have summarised work to ensure that the agency works in a safe, ethical and effective way.
* An introduction
* A main body of work, stating what research you have used
* A conclusion

**You need to hand in the assignment with this cover sheet.**

**You should reference the assignment using Harvard referencing and include at least three separate references during your work.**

**The word count for this assignment is 1500.**

Candidate Name ……………………………………………………………….……….

I declare that this assignment is my own work and that I have correctly acknowledged the work of others.

Candidate Signature ..............................................................

Date ..............................................................

**My Agency Assignment**

Level 4 Diploma in Therapeutic Counselling

Devon and Cornwall Counselling Hub

**Assignment Guidance Notes**

You may find these guidance notes helpful when completing the assignment.

For each of the points in the assignment brief, make sure you have a good understanding of the verbs used so that you are doing what is asked. For example, you are asked to summarise, so make sure you include a summary of the policies and procedures your agency uses in your work. You are also asked to reflect on your experience, so make sure you include some reflection of your experience and learning in it.

You can refer to the QCF Assessment hand out to check what the verbs mean.

**Tutor Feedback**

Signed ………………………………………. Date …………………………..

**Learner Comments**

Signed ………………………………………. Date …………………………..