

# *PSYCHOLOGISTS BOARD OF QLD*

## **Student Guidelines**

### *Guidelines for the Supervised Practice Program for Student Probationary Registrants and University appointed Supervisors*

The *Student Guidelines* are an adjunct to the Board's document, the *Supervision Guidelines*, and must be read in conjunction with the *Supervision Guidelines*.

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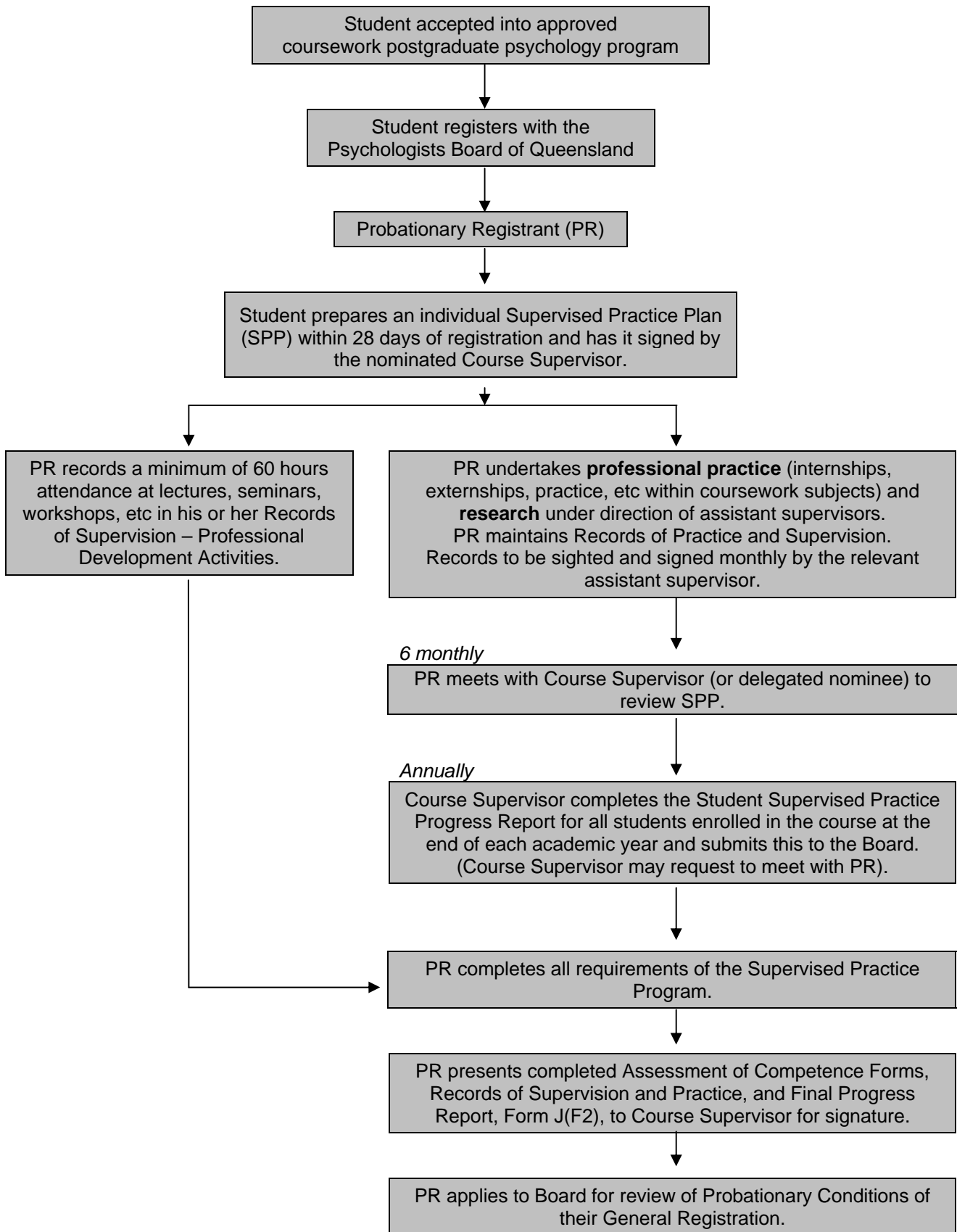
**GUIDELINES FOR THE SUPERVISED PRACTICE PROGRAM**  
**FOR STUDENT PROBATIONARY REGISTRANTS AND UNIVERSITY APPOINTED SUPERVISORS**

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CONTENTS	PAGE
<b>SUMMARY FLOW CHARTS</b>	
Student Responsibilities .....	(i)
Requirements for Universities and Course Supervisors .....	(ii)
<b>INTRODUCTION</b> .....	1
<b>PART A – REQUIREMENTS FOR STUDENTS</b>	
1 Registration Requirements for Students .....	2
1.1 Applying for registration.....	2
1.2 Renewing registration.....	2
1.3 Limits on practice of the profession.....	2
1.4 Use of title by probationary registrants .....	3
2 The Supervised Practice Program.....	3
2.1 Time frames for the Program .....	4
2.2 Applying for leave from the Program .....	5
2.3 Pathways for the Program.....	5
2.4 Changing Pathways .....	7
3 Practice of the Profession for the Supervised Practice Program.....	9
4 Supervision for the Supervised Practice Program .....	10
5 Competencies of the Supervised Practice Program.....	10
6 Supervised Practice Plan.....	12
7 Recording and reporting requirements for the Program .....	13
7.1 Records of Practice and Supervision .....	13
7.2 Progress Reports .....	13
8 Responsibilities of the Probationary Registrant.....	14
9 Approved supervisors for the Program .....	15
10 Review of probationary conditions.....	15
10.1 Eligibility for review of probationary conditions.....	15
10.2 Application for review of probationary conditions .....	17
<b>PART B – REQUIREMENTS FOR UNIVERSITIES AND SUPERVISORS</b>	
11 Nomination of the Course Supervisor.....	18
12 Responsibilities of the Course Supervisor .....	18
13 Eligibility requirements for approved Supervisors.....	22
13.1 Supervisors .....	22
13.2 Assistant Supervisors.....	22
<b>PART C – APPENDICES</b>	
A Policy on Approved Workplace Settings.....	24
B Forms for the Supervised Practice Program.....	28

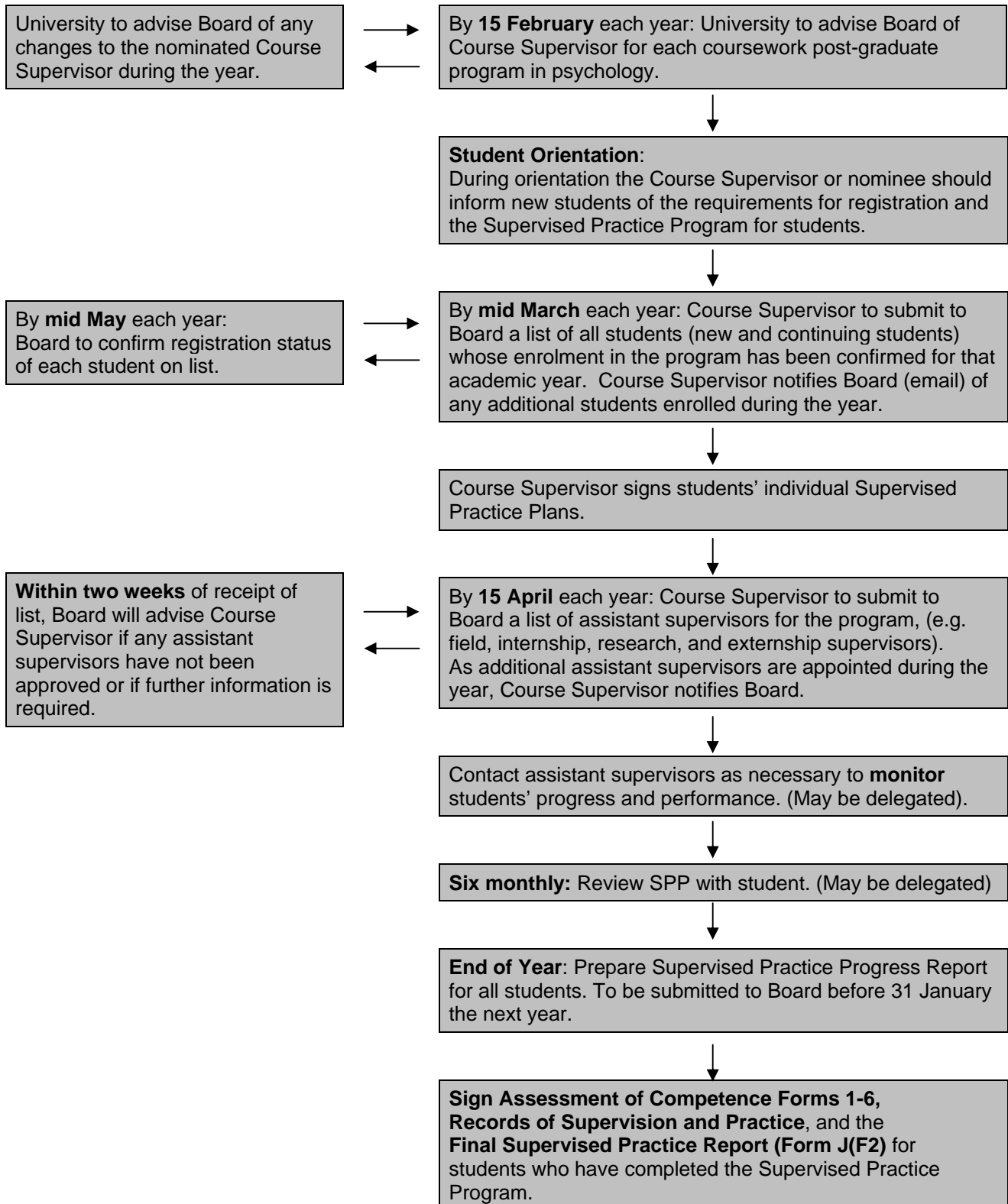
## SUMMARY FLOW CHARTS

### STUDENT RESPONSIBILITIES



## SUMMARY FLOW CHARTS

### REQUIREMENTS FOR UNIVERSITIES AND COURSE SUPERVISORS



# INTRODUCTION

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The current legislation for psychologists in Queensland, the *Psychologists Registration Act 2001* (the Act) and the *Psychologists Registration Regulation 2002* (the Regulation), commenced on 1 May 2002. The Act and the Regulation may be accessed via the Board's website, [www.psychologyboard.qld.gov.au](http://www.psychologyboard.qld.gov.au).

Under the Act, a person who holds general registration with probationary conditions may practise the profession only in accordance with the Supervised Practice Program. The Supervised Practice Program provides a minimum two year period of supervised experience in the practice of the profession for probationary registrants. The Board approves two pathways for undertaking the Program.

- Probationary registrants following **Pathway 1** undertake a two year period of approved supervised professional practice of a psychological nature, in a paid or voluntary capacity.
- Probationary registrants undertaking **Pathway 2 ('student' probationary registrants)** are enrolled in a two year (minimum) full-time (or equivalent part-time) coursework Masters, coursework professional Doctorate, or coursework PhD program in psychology approved by the Board as a pathway for undertaking the Supervised Practice Program.
- Probationary registrants may change Pathways or follow both Pathways concurrently over the course of their probationary registration. Refer to **section 2.3** for further information on Pathways for the Supervised Practice Program.
- The Act and the Regulation do not distinguish between probationary registrants following the two pathways. Therefore **all probationary registrants, including students, must adhere to the requirements of the Supervised Practice Program as prescribed by the legislation**. However, to avoid duplication of record keeping and reporting for probationary registrants and supervisors, the Board's policy and administrative requirements for the Program differ for student probationary registrants and their supervisors, especially with regard to reporting arrangements, required documentation, and forms.

The **purpose of this document**, the *Student Guidelines*, is to clarify the requirements of the Supervised Practice Program for student probationary registrants (referred to as "**students**" throughout the remainder of this document) and university appointed supervisors.

- **Part A** of the document sets out the tasks and responsibilities students must undertake to meet the requirements of the Supervised Practice Program.
- **Part B** of the document sets out the role and responsibilities of universities, university appointed supervisors and the Board in assisting students to meet the legislative requirements of the Supervised Practice Program.
- **Part C** contains the Policy on Approved Workplace Practice Settings and required forms for the Program.

All probationary registrants, regardless of the Pathway/s undertaken, must complete the Assessment of Competency tasks and meet the Competency requirements of the Supervised Practice Program in order to be eligible to apply to the Board, on completion of their Program, for review of the probationary conditions of their general registration.

The detailed requirements for the Supervised Practice Program are prescribed under the Act and the Regulation, and are outlined in the Board's **Supervision Guidelines**. This document can be accessed on the Board's website or a copy may be requested from the Board.

**Note:** The *Student Guidelines* are an adjunct to the *Supervision Guidelines*, and must be read in conjunction with the *Supervision Guidelines*.

# PART A – REQUIREMENTS FOR STUDENTS

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## 1 REGISTRATION REQUIREMENTS

Probationary registrants, enrolled in approved **coursework** postgraduate programs in psychology approved by the Board as a pathway for undertaking the Supervised Practice Program, are required to be registered for a minimum two year period and **for the duration of their approved coursework postgraduate program** in order to be eligible to apply to the Board, on completion of their course, for review of the probationary conditions of their general registration.

### 1.1 Applying for Registration

Refer to the *Registration Kit* on the Board's website or available from the Board for detailed information on: applying for registration (including Application Forms); maintaining registration; and registrants' ethical and legal responsibilities.

- As soon as a student receives confirmation from the university of their enrolment in (or an offer of a place in) an approved coursework postgraduate program in psychology (i.e. a coursework Masters, Professional Doctorate, or coursework PhD program), the student should apply to the Board for registration.
- The student must submit Supervision Proposal 2 and confirmation of enrolment (or offer of a place in a course) with their application for registration. Guidelines for a Supervision Proposal can be found in the *Registration Kit* and **Form I** of this document.

It is not necessary for the student to know the name of their course supervisor in order to submit Supervision Proposal 2 and there is no requirement for the course supervisor to sign the Proposal.

**Note:** some universities advise students that their enrolment in a course is subject to confirmation the student has gained probationary registration. If this is the case, the student should attach to their Supervision Proposal a letter from the university confirming this offer.

### 1.2 Renewing registration annually

The registration period is a financial year. **Prior to 30 June** each year registrants must apply to the Board to renew their registration. Although a Renewal of Registration Form and Notice will be forwarded to the registrant's last known postal address prior to the expiry of their registration, **it is the registrant's responsibility** to ensure their application for Renewal of General Registration is received by the Board by the due date.

The Board will not provide credit towards the requirements of the Supervised Practice Program for:

- any coursework, claimed as professional development hours;
- any hours of supervision; or
- hours of practice of the profession claimed from practicum placements, coursework, or research undertaken by a student while he or she did not hold current registration with the Board.

### 1.3 Limits on practice of the profession

Practice of the profession of psychology by a student, whose application for registration was approved on the basis of their enrolment in a nominated approved coursework postgraduate program in psychology, **is limited to practice of the profession undertaken as part of the program** (i.e. coursework, internships, externships, etc) for which the university, via the course supervisor, takes responsibility for the student's supervision. Students must notify the Board within 28 days if they cease or defer enrolment in their nominated course.

## PART A – REQUIREMENTS FOR STUDENTS

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If a student wishes to undertake practice of the profession that is external to, and independent of, their university course, they must notify the Board of their intention **prior to undertaking this practice**. The student's notification to the Board must include a Supervision Proposal (using the Guidelines for Supervision Proposal 1 at **Form I**) with an approved supervisor for this professional practice. Refer to **section 2.3 Both Pathways** below for further information on undertaking practice of the profession external to, and independent of, the student's university course.

### 1.4 Use of title by probationary registrants

The Board has approved the title “**Psychologist-in-training**” for probationary registrants.

- In accordance with the Act (section 141), a probationary registrant must not claim to be, represent themselves to be, or allow themselves to be represented as being registered without probationary conditions.
- Probationary registrants may use another qualifier if they wish (e.g. Intern Psychologist, Probationary Psychologist), providing the qualifier indicates that the registration is subject to supervisory or probationary conditions.
- The qualifier must be used whenever the title is used, (e.g. letterhead, advertisements, business cards, identity badges, under the probationary registrant's signature on reports or letters, etc).

## 2 The Supervised Practice Program

In fulfilling its role under the Act, the Board has a responsibility to promote high standards of practice of the profession by registrants, and to protect the public by ensuring health care is delivered by registrants in a professional, safe and competent way.

- The Board's Register of Psychologists is a **generalist** Register; the Act does not provide for specialist registration.
- The Board has designed a generalist Supervised Practice Program to ensure that all probationary registrants receive training and experience in defined core areas of practice, knowledge, and expertise within the profession of psychology (the core professional Competencies for the Supervised Practice Program).

Probationary registrants may wish to develop expertise only in a particular area of the practice of psychology (e.g. forensic, organisational, educational, health), and may consider some of the competency tasks of the Supervised Practice Program as not relevant to their future career. As registrants often change direction of their career over time, the Board considers it essential that probationary registrants undertake a broad generalist training program in the practice of the profession prior to being granted general registration without probationary conditions.

- Registrants must be mindful of their ethical responsibility to practice the profession only within their demonstrated areas of knowledge and expertise (refer to APS Code of Ethics).

For example, registrants who have had limited exposure during their Supervised Practice Program to an area of practice (e.g. use of a particular psychometric assessment tool or method of therapeutic intervention) would need to undertake further professional development (or postgraduate study) in that area to meet their ethical responsibilities if they wish to practice in that area.

## PART A – REQUIREMENTS FOR STUDENTS

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### 2.1 Time Frames for the Supervised Practice Program

#### Commencement of the Supervised Practice Program

The commencement date of a probationary registrant's Supervised Practice Program can be no earlier than their date of registration, the date the Board approves the applicant's general registration with probationary conditions.

- The Act does not allow any 'backdating' of commencement of an applicant's Supervised Practice Program.

**Note:** The Board will only recognise, and provide credit for, hours of professional practice and/or supervision undertaken after the probationary registrant's date of registration.

#### Minimum period for completion of the Program

Probationary registrants must undertake the Supervised Practice Program over a **minimum two year period** from their date of registration as a probationary registrant.

- Probationary registrants are advised not to "fast track" completion of the requirements of the Program. In order to gain sufficiently broad professional experience from the Program, a probationary registrant's practice of the profession should be spread evenly over the minimum 2 year period.
- To complete the minimum requirements within the minimum 2 year time-frame, probationary registrants (other than students) must practise the profession for a minimum of 2 days (or 16 hours) per week over a minimum 48 weeks per year.
- If a student completes the requirements of their coursework postgraduate program, (including the Competency, practice, and supervision requirements of the Supervised Practice Program), prior to the minimum 2 year period, the student's practice of the profession must continue to be limited to supervised practice, in accordance with the requirements of the Supervised Practice Program, until notified by the Board of removal of probationary conditions from their general registration.

If the student wishes to practice the profession prior to the conclusion of the minimum 2 year period, the student must submit Supervision Proposal 1 with an approved supervisor within 28 days of ceasing their postgraduate course (refer **section 2.4 Changing Pathways** below). The probationary registrant must undertake regular supervision (refer to **section 4.4** of the *Supervision Guidelines*). and continue to keep Records of Practice and Supervision.

If the student probationary registrant finishes the requirements of their postgraduate program and does not wish to practice the profession prior to the conclusion of the minimum 2 year period, the registrant must apply for leave from the Supervised Practice Program (refer **section 2.2** below).

#### Maximum period for completion of the Program

Probationary registrants must complete their Supervised Practice Program and apply to the Board for a review of their probationary conditions within **five years** from their initial date of registration as a probationary registrant, i.e. the commencement date of their Supervised Practice Program.

- If a probationary registrant allows their registration to lapse and is given a new date of registration when they restore their registration, the maximum 5 year period is calculated from the commencement date of their Supervised Practice Program.
- Under the Act, a probationary registrant's registration may be cancelled for failure to complete the Supervised Practice Program within the legislated five year period. No extensions can be granted. Under the Act, a probationary registrant's registration may be cancelled for failure to complete the Supervised Practice Program within the five year period. When the Board cancels the registration of a probationary registrant (or the registrant surrenders their registration prior to cancellation), the registrant may make a fresh application for registration. If the Board approves this new application for registration the probationary

## PART A – REQUIREMENTS FOR STUDENTS

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registrant will then be given a new time-frame to complete the remaining requirements of the Supervised Practice Program under a “partial” Supervised Practice Program.

### 2.2 Applying for Leave from the Program

Practice of the profession need not be continuous over the duration of the Supervised Practice Program. The maximum 5 year period to complete the Program includes any periods of leave taken.

- Probationary registrants must notify the Board within 28 days (submit **Forms E & F**) if they temporarily cease undertaking the Supervised Practice Program (e.g. travel, maternity leave, health reasons, cease employment, defer enrolment etc).
  - Students must notify the Board if they cease or defer enrolment in their postgraduate program;
  - Supervisees (Pathway 1) must notify the Board if they temporarily cease practice of the profession and/or supervision for periods **in excess of four weeks**.
- Probationary registrants may continue to hold current registration, though not undertaking the Supervised Practice Program, but must not practice the profession during periods of leave.
- Leave may be granted for a maximum of 12 months, with the possibility of extension in exceptional circumstances.
- Should a probationary registrant have a break from supervised practice of more than one year the Board may, at its discretion, decide not to credit all or part of the practice of the profession and/or supervision previously completed.

### 2.3 Pathways for undertaking the Supervised Practice Program

The Board approves two pathways: Pathway 1 and Pathway 2, for undertaking the Supervised Practice Program (refer to Table 1 for an explanation of the Pathways).

- The Act and the Regulation do not distinguish between probationary registrants following the two Pathways. Therefore, all probationary registrants must adhere to the requirements of the Supervised Practice Program as prescribed by the legislation.
- To avoid duplication of record keeping and reporting for probationary registrants and supervisors, the Board’s policy and administrative requirements for the Supervised Practice Program differ slightly for student probationary registrants and their supervisors (refer to **section 9** in the Supervision Guidelines).

### Research postgraduate programs

Students undertaking research Masters or PhD programs in psychology:

- may apply for probationary registration, or may be required to be registered in order to undertake applied aspects of their research;
- are considered by the Board to be following Pathway 1;
- must have a supervisor who is an approved supervisor for the Supervised Practice Program (refer to **section 13, Part B**);
- may claim the following hours from research and/or tertiary teaching in psychology:
  - up to 25 of the required 100 hours of supervision
  - up to 600 of the required 1600 hours of practice in the profession
- will frequently need to undertake additional applied practice of the profession in order to meet the Program’s Competency and practice hour requirements, depending on the nature of the student’s research program.

## PART A – REQUIREMENTS FOR STUDENTS

**TABLE 1 – EXPLANATION OF PATHWAYS**

	PATHWAY 1	PATHWAY 2
probationary registrant	referred to as 'supervisee'	referred to as 'student probationary registrant' or 'student'
primary supervisor	referred to as 'supervisor'	referred to as 'course supervisor'
reference document/s	<i>Supervision Guidelines</i>	<i>Supervision Guidelines</i> (primary document) <i>Student Guidelines</i> (adjunct document)
method	engage in a period of approved supervised practice in the profession, minimum two years	enrol in a university program in psychology approved by the Board, minimum two years full-time or equivalent part-time: <ul style="list-style-type: none"> <li>• coursework Masters,</li> <li>• coursework professional Doctorate, or</li> <li>• coursework PhD program</li> </ul>
supervised practice plan	review every 6 months with supervisor	review every 6 months with course supervisor or delegate
professional practice	undertake required hours of professional practice <ul style="list-style-type: none"> <li>• in a paid or voluntary capacity</li> </ul>	undertake required hours of professional practice <ul style="list-style-type: none"> <li>• limited to coursework, research and practicum placements (internships and externships) undertaken as part of the program</li> </ul>
	<ul style="list-style-type: none"> <li>• keep Records of Practice (refer <b>Form B</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• keep Records of Practice (refer <b>Form B</b>)</li> </ul>
supervision	undertake the required hours of formal supervision <ul style="list-style-type: none"> <li>• with supervisor and approved assistant supervisors</li> </ul>	undertake the required hours of formal supervision <ul style="list-style-type: none"> <li>• with university (via course supervisor and approved assistant supervisors (e.g. placement supervisor))</li> </ul>
	<ul style="list-style-type: none"> <li>• keep Records of Supervision (refer <b>Form C(i)</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• keep Records of Supervision (refer <b>Form C(i)</b>)</li> </ul>
	<ul style="list-style-type: none"> <li>• keep Records of Professional Development Activities (refer <b>Form C(ii)</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• keep a Record of Professional Development Activities (complete after 60 hours of lectures, seminars etc (refer <b>Form C(ii)</b>)</li> </ul>
core competencies	record progress on the Assessment of Competency Forms (refer <b>Forms H(i)-(vi)</b> )	record progress on the Assessment of Competency Forms (refer <b>Forms H(i)-(vi)</b> )
	<ul style="list-style-type: none"> <li>• assessments tasks signed off by relevant supervisor or approved assistant supervisor as completed</li> </ul>	<ul style="list-style-type: none"> <li>• assessments tasks signed off by relevant course supervisor or approved assistant supervisor as completed</li> </ul>
	<ul style="list-style-type: none"> <li>• Assessment of Competency declarations to be signed by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of Competency declarations to be signed by course supervisor</li> </ul>

## PART A – REQUIREMENTS FOR STUDENTS

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### 2.4 Changing Pathways

Probationary registrants may change Pathways or follow both Pathways concurrently during the Program if their circumstances change.

- Probationary registrants wishing to change Pathways or follow both pathways must notify the Board, in writing, prior to changing by submitting a new Supervision Proposal for consideration (refer **Form I**).
- The Board records the Pathway/s the probationary registrant is undertaking to meet the requirements of the Program and provides cumulative credit for hours of supervision and professional practice and competency requirements completed under either Pathway.

### Undertaking Both Pathways

- Students who practice the profession external to, and independent of, their approved university program must follow both pathways. These probationary registrants should refer to Table 1 – Explanation of Pathways for the requirements that must be met under each Pathway.
- Registrants following Both Pathways must have an approved supervisor for each pathway. Each supervisor is to be kept informed of what the probationary registrant is doing with respect to the Supervised Practice Program under both pathways.
- These probationary registrants must have a Supervised Practice Plan for each pathway:
  - each pathway's Plan will include only the supervision, professional development, practice of the profession, and competency tasks to be addressed under that pathway.
  - the probationary registrant must review both Plans every six months with the relevant supervisor.
- Progress Reports. The probationary registrant is required to submit an annual Progress Report (refer to **Form G**) signed by the Pathway 1 supervisor. The course supervisor will submit the Student Progress Report (**Form G(S)**) annually for Pathway 2.
- Core Competencies:
  - assessment tasks may be addressed under either Pathway, and signed off by relevant supervisor, course supervisor, or approved assistant supervisor;
  - on conclusion of the Supervised Practice Program, the probationary registrant must arrange for both the Pathway 1 supervisor and the course supervisor to sign the 'declaration of sufficient competence' on each of the six Assessment of Competency forms, prior to applying to the Board for a review of probationary conditions.

### Examples regarding Pathways

Example 1: Pathway 2 to Both Pathways. Student practising the profession external to and independent of their university program

Examples of circumstances where a student must change to Both Pathways:

- A student probationary registrant obtains work as a Research Assistant. This work is not credited towards the practicum or other requirements of their postgraduate program. The research is applied and would be considered to be practice of the profession, (eg administering psychometric assessments or interviewing/counselling clients). As a probationary registrant, this

## PART A – REQUIREMENTS FOR STUDENTS

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practice must be supervised in accordance with a Pathway 1 supervision arrangement approved by the Board.

- A student obtains locum work during university breaks as a psychologist (or counsellor, mental health worker etc) to undertake professional practice of a psychological nature.
- A student is offered paid work as a psychologist (or counsellor, mental health worker etc) at the professional practice setting where they are undertaking an externship. **When the university requirements for the externship are met, the university is no longer responsible for the probationary registrant's supervision.**

For each of these examples above:

- This practice of the profession is not covered by the student's Supervised Practice Plan with the course supervisor.
- The student must choose a supervisor from the Board's *List of Approved Supervisors* and submit Supervision Proposal 1 (refer to **Form I**) signed by this supervisor and the registrant.
- The probationary registrant may not commence practice of the profession under Pathway 1 until the Board has approved their Supervision Proposal.
- While the student remains currently enrolled in their coursework postgraduate program, their Plan with their course supervisor remains valid.

### Example 2: Pathway 1 to Both Pathways

A probationary registrant commences the Supervised Practice Program through working in the profession under supervision (Pathway 1). The registrant later enrolls part-time in an approved coursework Masters program in psychology (commences Pathway 2) while continuing to practice the profession under Pathway 1.

- The probationary registrant must submit:
  - Supervision Proposal 2 (refer to **Form I**); and
  - Confirmation/offer of enrolment.
- The probationary registrant must draw up a Supervised Practice Plan for the Course Supervisor to sign within 28 days of commencement of Pathway 2.
- The registrant's Plan with their Pathway 1 supervisor remains valid.

### Example 3: Pathway 1 to Pathway 2

A probationary registrant commences the Supervised Practice Program through working in the profession under supervision (Pathway 1), then ceases this work to enrol full time in an approved coursework Masters program in psychology (changes to Pathway 2).

- The probationary registrant must submit:
  - Supervision Proposal 2 (refer to **Form I**);
  - Confirmation/offer of enrolment; and
  - the following forms signed by the previous Pathway 1 supervisor
    - Statement of Incomplete Supervision (**Form E**);
    - Supervisor's Statement of Cessation of Supervision (**Form F**); and
    - Progress Report (**Form G**), if required.

## PART A – REQUIREMENTS FOR STUDENTS

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### Example 4: Pathway 2 to Pathway 1

A student probationary registrant commences the Supervised Practice Program through Pathway 2, but ceases this enrolment and wishes to complete the Program under Pathway 1.

- The probationary registrant must arrange suitable practice of the profession (refer to **section 3.1** and **Appendix B in the Supervision Guidelines**), choose a supervisor from the Board's *List of Approved Supervisors* and submit:
  - Supervision Proposal 1 (refer to **Form I**);
  - Current academic transcript showing progress to date on the course in which they were enrolled; and
  - the following forms signed by the previous course supervisor
    - Statement of Incomplete Supervision (**Form E**);
    - Supervisor's Statement of Cessation of Supervision (**Form F**); and
    - Progress Report (**Form G or G(S)**), if required.
- The probationary registrant may not commence practice of the profession under Pathway 1 until the Board has approved their Supervision Proposal.

### 3 PRACTICE OF THE PROFESSION FOR THE PROGRAM

Students must complete the Supervised Practice Program requirements for practice of the profession as prescribed by the Regulation. Refer to **section 3** of the *Supervision Guidelines* for detailed information on activities and professional practice settings the Board approves for practice of the profession for the Program.

Students are required to undertake a **minimum of 1600 hours** practice of the profession.

- The Board expects students to complete a **minimum 1000 hours** of client contact and client-related activities during their practicum placements (internships and externships), and the practical components of their coursework.
- The **remaining 600 hours** may be credited from applied research activities undertaken for the thesis component of their program.

**Note:** in order for the Board to credit students with 600 hours practice of the profession from research:

- coursework psychology Masters Degree students must be eligible for the degree to be awarded. All requirements for the degree, including the thesis, must be completed and marked.
- coursework psychology PhD Degree students must have their PhD research confirmation document accepted by the university.
- coursework psychology professional Doctorate Degree students must have completed the equivalent of the thesis requirement for the corresponding Masters level program.

In their Records of Practice, students must record hours of professional practice undertaken in internships, externships, and coursework separately from hours of research activities.

## PART A – REQUIREMENTS FOR STUDENTS

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### 4 Supervision for the Supervised Practice Program

Student probationary registrants must complete the Supervised Practice Program requirements for formal supervision as prescribed by the Regulation. Refer to **section 4** of the *Supervision Guidelines* for detailed information on the requirements for supervision for the Program.

Students must undertake at least **160 hours of supervision** under the Supervised Practice Program in accordance with the following requirements:

1. A minimum **100 hours** must be undertaken through **face-to-face supervision meetings**. Of these 100 hours:
  - A minimum of **60 hours** individual face-to-face supervision sessions must be completed. Direct observation and providing feedback by the supervisor to the probationary registrant can be credited towards the probationary registrant's required hours of individual supervision, to a maximum of 10 hours.
  - A maximum of **40 hours** may be completed as a participant in group supervision sessions (not exceeding 5 people) with the probationary registrant's supervisor or assistant supervisor.
2. A minimum of **60 hours** participation in professional development activities must be recorded. Students may meet this requirement through their coursework (i.e. attendance at lectures, seminars, workshops, etc).

Students must record each individual or group supervision consultation with either the nominated course supervisor or any assistant supervisor on **Form C(i) Record of Supervision**. The relevant supervisor or assistant supervisor must sign the Record of Supervision for a particular supervision consultation.

**Note:** the Board does not provide credit for 'peer supervision'.

Students may modify **Form C(ii) Record of Supervision – Professional Development Activities**, and use one form only to record completion of 60 hours coursework (attendance at lectures, seminars, workshops, etc). At the conclusion of the Supervised Practice Program, this attendance should be confirmed by the course supervisor's signature on **Form C(ii)**.

### 5 Competencies for the Supervised Practice Program

At the conclusion of the Supervised Practice Program a probationary registrant's eligibility for general registration without probationary conditions will be determined, in part, by assessment of their competence in defined core areas of practice, knowledge and expertise within the profession of psychology, the core professional **Competencies**.

- For probationary registrants to be eligible to apply to the Board for review of the probationary conditions of their general registration, the supervisor must be satisfied that the probationary registrant has 'sufficient competence' in the defined Competencies.

'**Sufficient competence**' in a Competency is defined as *understanding and proficiency in the competency to an extent that qualifies a probationary registrant to independently offer opinion, and to practise, in the competency*.

## PART A – REQUIREMENTS FOR STUDENTS

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The Competency requirements should be able to be met within any setting where a probationary registrant engages in approved practice of the profession (e.g. clinical, forensic, educational, counselling, organisational, community, health, sports, etc). However, if probationary registrants cannot meet all the assessment tasks of a particular competency within their main area of practice, they are encouraged to consider the following options to gain this experience:

- engage an assistant supervisor who can provide the experience;
- arrange a 'placement' on a temporary or voluntary basis in an area of psychological practice where this experience can be gained; and/or
- attend workshops or other professional development activities.

Undertaking such options adds to the breadth and depth of the probationary registrant's experience of the profession during the Supervised Practice Program.

Student probationary registrants must meet the competencies of the Supervised Practice Program as prescribed by the Regulation and detailed in the Board's *Supervision Guidelines*.

### How to Complete the Assessment of Competence Forms

Students must refer to **sections 5.1 to 5.6** of the *Supervision Guidelines* for detailed information on the requirements for meeting each of the six core competencies of the Supervised Practice Program, including training activities and assessment tasks required for each competency.

- Students are expected to undertake specific tasks and demonstrate specific skills under each Competency. The guidelines for the required assessment tasks are summarised on each of the six *Assessment of Competence* forms (refer **Forms H(i) to (vi)**).
- Students should undertake the required assessment tasks for each of the six Competencies progressively over their Supervised Practice Program.
- As an assessment task is completed, the student must document the task on the relevant Assessment of Competence Form. Tasks must be signed off by the course supervisor or the appropriate assistant supervisor (e.g. practicum supervisor, coursework supervisor, field supervisor, research supervisor, etc) as they are completed. The date of the course supervisor or assistant supervisor's signature should reflect the progressive completion of tasks over the entire Supervised Practice Program.
- The course supervisor (or delegate) and student must review the student's progress on the Competencies at least every six months during the Supervised Practice Program (at the time of review of the Supervised Practice Plan), and prior to the completion of a Supervised Practice Progress Report.
- Students should keep their *Assessment of Competence Forms 1 to 6* with their Supervised Practice Plan and other records for the Supervised Practice Program.
- At the conclusion of the Supervised Practice Program, students must present their completed *Assessment of Competence Forms* to the nominated course supervisor.

The course supervisor must complete and sign the Declaration on each Assessment of Competence form, certifying whether the student has attained 'sufficient competence' in the Competency.

- If a student is following both Pathways for the Supervised Practice Program, both supervisors must sign the Declaration on each *Assessment of Competence* form.

## PART A – REQUIREMENTS FOR STUDENTS

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**Note:** If a supervisor chooses not to sign the declaration for a Competency (e.g. because the supervisor has not supervised the registrant for this Competency or has insufficient knowledge of the probationary registrant's practice in this Competency area etc), the supervisor should state this in the Declaration section of the Competency form and give reasons.

- Students must submit the signed *Assessment of Competence* forms to the Board with their Application for Review of Probationary Conditions (**Form J**) and their final progress report/s (**Form J(F2)** and/or **Form J(F1)**).

### 6 The Supervised Practice Plan

Students should refer to **section 6** of the *Supervision Guidelines* for detailed information on the requirements for a Supervised Practice Plan.

- Students must have in place, within 28 days of their date of registration, **an individual Supervised Practice Plan** drawn up in accordance with the requirements of the Board (refer **Form A(S)**).

There is no requirement to submit this Plan to the Board for approval.

- The Supervised Practice Plan is intended to be a working document for the student and course supervisor, revised and amended as circumstances change:
  - Students should attach copies of contracts for internships and externships to their Plan.
  - Assistant supervisors should be added to the Plan using **Form A(i)**.

Any amendments to the Plan must be endorsed on the Plan (e.g. initialled) by the student and course supervisor, and the date of endorsement recorded on the Plan.

- The Plan should be part of a **document portfolio** for the Supervised Practice Program kept by the student for the duration of their Program. This portfolio should contain:
  - the Supervised Practice Plan and its attachments;
  - copy of Supervision Proposal/s;
  - Assessment of Competence **Forms H(i) to (vi)**;
  - copies of any practicum progress reports (if available);
  - Records of Practice and Records of Supervision (refer **section 7**).
- If a program's nominated course supervisor changes from the previous year, or there is a change during the academic year, the university will advise all enrolled students (including continuing students in their second and subsequent years of enrolment in the program) of the new course supervisor for the program.

It is the responsibility of each student to amend their Supervised Practice Plan (using **Form A(ii)**) within 28 days of the date of commencement of the new course supervisor, and present this amended Plan to the new course supervisor for signing.

- Under the Act, the Board may require a probationary registrant to submit a copy of their Supervised Practice Plan within 14 days of the date of receipt of the request. It is an offence under the Act for a probationary registrant not to comply with the Board's request within the specified time limit and a penalty may apply for non-compliance.
- The course supervisor and student must review the student's Supervised Practice Plan **every six months**. The course supervisor may delegate this review to an appropriate assistant supervisor, such as the Externship Officer or Practicum Coordinator.

## PART A – REQUIREMENTS FOR STUDENTS

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The fact the review has occurred, and any alterations or amendments made to the Plan at the review, must be noted on the Plan (or a new Plan prepared) and endorsed by the student and the course supervisor (or assistant supervisor), and the date of endorsement recorded.

**Note:** Students **following both Pathways** are required to have a separate Plan in place with each supervisor. For the requirements of a Pathway 1 Supervised Practice Plan refer to **section 6** and **Form A** of the *Supervision Guidelines*.

## 7 Recording and Reporting Requirements

### 7.1 Records of Practice and Supervision

Students should refer to **section 7** of the *Supervision Guidelines* for detailed information on the requirements for Records of Practice and Records of Supervision.

- Student probationary registrants are required to keep Records of Practice and Records of Supervision in the format approved by the Board.

Refer to **Forms B, C(i), and C(ii)** for guidelines of the required content of these Records.

- Students must present their Records of Practice and Supervision to the relevant assistant supervisor for signing at least monthly.
- Records must also be presented to the course supervisor (or delegate) for signing every six months, at the time of review of the Plan.
- The Board may request that the probationary registrant submit their Records of Practice and/or their Records of Supervision to the Board. Under the Act, it is an offence for a probationary registrant to fail to:
  - keep Records of Practice and Supervision;
  - present the Records to the course supervisor at the requested times; and/or
  - submit the Records to the Board, if requested, within the stated time frame.

**Note:** If a probationary registrant **is following both Pathways** for the Supervised Practice Program, it is the registrant's responsibility to maintain Records of Practice and Records of Supervision for each Pathway.

### 7.2 Progress Reports

- The course supervisor will prepare a Supervised Practice Progress Report for each student at the end of the academic year. This is a generic report, consisting of a statement by the course supervisor that "*the following students have successfully met the requirements of their course to date*" (refer **Form G (S)**).
- The course supervisor may wish to include comments on each student when submitting the Supervised Practice Progress Report. Additional comments would only be required when the course supervisor or an assistant supervisor has concerns about the student's progress which should be brought to the attention of the Board.
- Students following both Pathways are required to prepare a Pathway 1 Progress Report for their supervisor's signature every twelve months, or at other times as requested by the Board (refer **section 7.3** and **Form G** of the *Supervision Guidelines*).

## PART A – REQUIREMENTS FOR STUDENTS

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Students following Pathway 2 only are not required to submit the Supervised Practice Progress Report (Form G) included in the *Supervision Guidelines*.

### 8 Responsibilities of the Probationary Registrant

The responsibilities of probationary registrants are summarised below. In accordance with the Act and the Regulation, probationary registrants must:

1. **Practice the profession** only in accordance with the Board's Supervised Practice Program. Failure to comply with the Supervised Practice Program, so far as it relates to the requirement for supervision, provides grounds for cancellation of a probationary registrant's general registration.
2. Have a **Supervised Practice Plan** drawn up in accordance with the Board's requirements, within 28 days of being registered or changing supervisors and/or pathways.

Probationary registrants following both Pathways must have an approved supervisor and a Supervised Practice Plan for each Pathway.

3. Keep **Records of Practice** and **Records of Supervision** in the approved forms.
4. **Present these Records** to the supervisor for signing at least monthly, and at the time of reviewing the Supervised Practice Plan, and preparing a Supervised Practice Progress Report.
5. **Review the Supervised Practice Plan**, in consultation with the supervisor, every six months.
6. Submit an annual **Supervised Practice Progress Report** to the Board within 28 days of the anniversary of the registrant's date of registration, or by a date requested by the Board (Pathway 1 only).
7. **Complete the Supervised Practice Program** within five years from their initial date of registration as a probationary registrant, and **notify the Board** within 7 days of completing the program (i.e. submit **Form J** and required attachments).
8. Notify the Board of **cessation of supervision** with a supervisor or course supervisor.

Probationary registrants changing supervisors during the Supervised Practice Program must:

- notify the Board (submit **Form E**) within 28 days of cessation of supervision with their supervisor;
- nominate a new supervisor to the Board (submit a new Supervision Proposal) and draw up a new Supervised Practice Plan within 28 days of cessation of supervision with the previous supervisor.

Under the Regulation probationary registrants are liable to a penalty for failure to comply with these requirements, within the specified time frame.

The Board may grant an extension for submission if the probationary registrant is having difficulty finding a new supervisor. Probationary registrants must apply to the Board, in writing, for an extension prior to the expiration of the 28 day time limit, stating the reason and length of time required.

## PART A – REQUIREMENTS FOR STUDENTS

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Probationary registrants are encouraged to provide their new supervisor with a copy of the previous supervisor's final report. If the probationary registrant is reluctant to do this, they should contact the Board for advice. The new supervisor could request a copy of the previous supervisor's report from the Board, and this would be released at the discretion of the Board.

### 9. Notify the Board of **temporary cessation of the Supervised Practice Program**.

If probationary registrants cease practising in the profession or being supervised for more than 28 days they must submit **Form E** to the Board within 28 days of the date of the cessation. Should probationary registrants have a break of more than one year from supervised practice the Board may, at its discretion, decide not to credit supervised practice completed previously.

Under the Regulation probationary registrants are liable to a penalty for failure to comply with these requirements, within the specified time frame.

### 10. Notify the Board of a **change in Pathways** or the intention to **follow both pathways** for undertaking the Supervised Practice Program (e.g. from 'student' to 'supervisee'). Changing pathways (refer **section 2.5** of the Supervision Guidelines) necessitates appointing a new supervisor, and must be notified to the Board together with submission of a new Supervision Proposal.

The Board must approve this Supervision Proposal prior to the probationary registrant commencing practice under the new Pathway.

## 9 Approved Supervisors for the Program

Students should refer to **section 8** of the *Supervision Guidelines* (repeated in **Part B, section 13** of the *Student Guidelines*) for detailed information on the eligibility requirements and approval processes for supervisors and assistant supervisors for the Supervised Practice Program.

Student probationary registrants who wish to follow both Pathways must firstly appoint a supervisor from the Board's List of Approved Supervisors, and submit Supervision Proposal 1 for the approval of the Board.

## 10 Review of Probationary Conditions

### 10.1 Eligibility for Review of Probationary Conditions

A probationary registrant would be considered by the Board to have completed the Supervised Practice Program when they have completed:

1. A **minimum two years experience** in the practice of the profession after the date of registration.
2. **All assessment tasks** for the six Competencies for the Supervised Practice Program (refer **section 5** above and **Forms H(i) – (vi)**). Please use **Form H(c) Competency Completion Checklist**, to ensure that your Assessment of Competence Forms are correctly completed. The supervisor and/or course supervisor must sign the declaration on each of Forms H(i) to (vi) stating that the probationary registrant has attained 'sufficient competence' in each of the Competencies.

## PART A – REQUIREMENTS FOR STUDENTS

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3. The **professional practice and supervision requirements** of the Supervised Practice Program through either 3(a), 3(b) or 3(c) below:

- (a) For probationary registrants under Pathway 1:

Probationary registrants must have completed the required hours of practice of the profession and the required hours of supervision for the Supervised Practice Program. Documentary evidence of completion of these hours, Records of Practice and Records of Supervision, must be signed by the supervisor, and may be requested by the Board.

OR

- (b) For probationary registrants under Pathway 2:

- **Coursework psychology Masters Degree students** must be eligible for the degree to be awarded to be considered to have completed the supervision and professional practice components of the Supervised Practice Program. All requirements for the degree, including the thesis, must be completed and marked.
- **Coursework psychology PhD Degree students** must have completed all coursework and practicum components of the Masters level program in the same specialty, and their PhD research confirmation document must have been accepted by the university.
- **Coursework psychology professional Doctorate Degree students** must have either:
  - completed all coursework and practicum components of the Masters level program in the same specialty and, as part of their Doctoral research, completed the equivalent of the thesis requirement for the corresponding Masters level program;

OR

- completed all coursework and practicum components of their professional Doctorate program and are able to demonstrate (through their Records of Practice and Records of Supervision) the completion of at least 1600 hours practice of the profession and at least 100 hours of face-to-face supervision as part of their professional Doctorate coursework, practicum, and research requirements. The Records of Practice and Records of Supervision must be signed by the course supervisor, and may be requested by the Board.

OR

- (c) For probationary registrants following Both Pathways:  
i.e. probationary registrants enrolled in an approved coursework postgraduate program in psychology, and practising the profession under supervision, external to and independent of their university program, in accordance with an approved Pathway 1 Supervision Proposal.

These probationary registrants must be able to demonstrate, (through Records of Practice and Supervision signed by the appropriate supervisor), the completion of at least 1600 hours practice of the profession, 100 hours of face-to-face supervision, and 60 hours professional development activities through a combination of their postgraduate program in psychology (coursework, practicum, and research activities) and their practice of the profession under supervision external to and independent of their university program, in accordance with a Pathway 1 Supervision Proposal approved by the Board. The Board may request submission of the Records of Practice and Supervision.

## PART A – REQUIREMENTS FOR STUDENTS

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### 10.2 Application for Review of Probationary Conditions

1. In accordance with the Act, a probationary registrant must notify the Board, in the approved form, of completion of the Supervised Practice Program **within 7 days** of completing the Program. The approved form for notification of completion of the Supervised Practice Program is **Form J** *Application for Review of Probationary Conditions*.
2. A probationary registrant must submit the following with their *Application for Review of Probationary Conditions* form:
  - Application Fee: Please check with Board for current fees.
  - *Assessment of Competence Forms 1 – 6 (Forms H(i) – (vi))*, with the declarations signed by the supervisor and/or course supervisor). Please use **Form H(C)** the *Competency Completion Checklist*, to ensure that your Assessment of Competence Forms are correctly completed.
  - *Final Supervised Practice Progress Report*. **Form J(F1)** for Pathway 1 probationary registrants and supervisors and/or **Form J(F2)** for Pathway 2 student probationary registrants and course supervisors. Probationary registrants are advised to carefully check **Form J**, **Form J(F1)**, and/or **Form J(F2)** for **any other** documentation they are required to submit to the Board to support their application for review of probationary conditions.
3. Prior to making a decision on removal of probationary conditions from a probationary registrant's general registration the Board may:
  - investigate the probationary registrant;
  - request further information or documents from the probationary registrant and/or the supervisor and/or an assistant supervisor.
4. After reviewing the supervisor's final Supervised Practice Report for the probationary registrant and any other relevant information about the probationary registrant, the Board must decide to:
  1. Remove the probationary conditions; or
  2. Cancel the registrant's registration; or
  3. Extend the probationary conditions, for a period of no more than one year, by requiring the probationary registrant to undertake a part of the Supervised Practice Program decided by the Board.

A probationary registrant has the right to appeal to the District Court regarding decisions of the Board to cancel their registration or extend their probationary conditions.

### 11 Nomination of Course Supervisor by University

- **The University must nominate a supervisor for the program** (i.e. the course supervisor) for each coursework postgraduate program in psychology (i.e. Masters, Professional Doctorate or coursework PhD program) offered by a university in Queensland which is approved by the Board as a pathway for undertaking the Supervised Practice Program.
- This nominee will be the supervisor for each student probationary registrant enrolled in that program. Examples of appropriate nominees include the Coordinator/Director of the postgraduate program; the Practicum Coordinator for the program, etc.
- The nominee must **meet the eligibility requirements for approved supervisors** as prescribed by the Regulation and outlined in **section 13.1**, and must be on the Board's List of Approved Supervisors.
- By **15 February<sup>1</sup> each year**, universities should advise the Board of the **name of the course supervisor** for each approved coursework postgraduate program in psychology offered by the University in which new and/or continuing students are enrolled that year. This notification is required regardless of whether or not the nominated course supervisor has changed from the previous year.

Universities should also advise the Board if a program's nominated course supervisor changes during the academic year.

### 12 Responsibilities of the Course Supervisor

#### 1. Orientation for New Students

The course supervisor (or an appropriate delegated nominee) should notify new students of the following **by mid March<sup>1</sup>** (e.g. with their confirmation of enrolment or during orientation):

- the name of the course supervisor;
- the students' requirements for registration; and
- the requirements of the Supervised Practice Program for students.

Students should be directed to the Board's website for relevant application forms and for the documents:

- *Registration Kit*;
- *Supervision Guidelines*; and
- *Student Guidelines*.

On request, the Board will provide information to assist the course supervisor during orientation for new students (e.g. PowerPoint presentation, handouts, etc).

#### 2. Provide the Board with the following information by mid March<sup>1</sup> each year:

- Name of coursework postgraduate program in psychology for which the course supervisor is responsible.

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<sup>1</sup> or a corresponding date for students commencing enrolment at other times of the year, e.g. September

## PART B – REQUIREMENTS FOR UNIVERSITIES/SUPERVISORS

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- List of all students whose enrolment in this program has been confirmed for that academic year (new and continuing students), including for each student:
  - name of the course in which the student is enrolled; (e.g. Master of Clinical Psychology or Doctor of Clinical Psychology etc)
  - the year the student was first enrolled in the program;
  - the student's enrolment status (full or part time); and
  - the expected year of their completion of the program.

This task could be delegated to an administration officer for the school or department of psychology.

The **Board** will confirm with each university and/or course supervisor the registration status of each student on the current enrolment lists by **mid May**<sup>1</sup> each year.

### 3. Sign each student's Supervised Practice Plan:

It is the responsibility of each newly enrolled student to ensure that they have in place, within 28 days of their date of registration, an individual Supervised Practice Plan drawn up in accordance with the requirements of the Board, as specified in the *Supervision Guidelines* and **Form A(S)**.

It is the responsibility of the student to present this Plan to the course supervisor for their signature.

There is no requirement for the student to submit this Plan to the Board, unless the Board specifically requests the student to do so.

### 4. Change of Course Supervisor:

If a program's nominated course supervisor changes from the previous year, or there is a change during the academic year, the University must advise all enrolled students (including continuing students in their second and subsequent years of enrolment in the program) of the new course supervisor for the program.

It is the responsibility of each student to amend their Supervised Practice Plan within 28 days of the date of commencement of the new course supervisor, and present the amended Plan to the new course supervisor for their signature.

### 5. Notify Board of assistant supervisors for the program:

Send to the Board, **by 15 April each year**, a list of assistant supervisors to be assigned to students in the program that year (e.g. field supervisors, internship and externship supervisors, etc). If new assistant supervisors are added to the Program later in the year (i.e. after 15 April) notify the Board (letter, fax, or email) of the names of these assistant supervisors when they are appointed to the Program.

If a proposed assistant supervisor does not meet the eligibility requirements for a supervisor (refer **section 8.1** in the *Supervision Guidelines*), the course supervisor must provide evidence of the proposed assistant supervisor's qualifications and experience, and an explanation as to why students in the program would not be able to meet the requirements of the Supervised Practice Program unless this person is approved as an assistant supervisor.

The **Board** will advise each course supervisor of the approval of assistant supervisors for their program.

## PART B – REQUIREMENTS FOR UNIVERSITIES/SUPERVISORS

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### 6. Contact assistant supervisors

- as necessary to monitor the students' progress and performance (e.g. midway through a placement, and at the end of a placement). If the course supervisor is not the person who would normally fulfil this monitoring role, this task could be delegated to an appropriate assistant supervisor (e.g. the Externship Officer, Practicum Coordinator etc.).

### 7. Review each student's Supervised Practice Plan with the student every six months:

This review may be delegated to an appropriate assistant supervisor, such as the Externship Officer or Practicum Coordinator.

The review should include:

- a. noting amendments to the Plan made by the student;  
Amendments could include adding an assistant supervisor, changes to the location of the student's venue for practising in the profession, etc.
- b. noting competency assessment tasks completed; and
- c. checking and signing the student's Records of Supervision and Records of Practice.

The fact that the review has occurred, and any alterations or amendments made to the Plan at the review, must be noted on the Plan (or a new Plan prepared), and endorsed by the student and the supervisor (or assistant supervisor), and the date of endorsement recorded.

Students are not required to submit their Supervised Practice Plan, or notify the Board of any amendments unless specifically requested to do so by the Board.

### 8. Prepare a Supervised Practice Progress Report for each student at the end of the academic year:

This report must be submitted to the Board **by 31 January** the following year.

The Board's *proforma* for the Supervised Practice Progress Report for Students (refer **Form G(S)**) and Explanatory Notes for Course Supervisors on completing the Student Supervised Practice Progress Report are available at **Part C – Forms**.

A generic report is acceptable, consisting of a statement by the course supervisor that "*the following students have made satisfactory progress on the Supervised Practice Program to date*".

**Note:** students following Pathway 2 and course supervisors are not required to submit Form G *Supervised Practice Progress Report* attached to the *Supervision Guidelines*.

### 9. At the conclusion of a student's Supervised Practice Program:

The course supervisor is required to sign the student's Records of Supervision and Records of Practice, the declaration on each of the *Assessment of Competence Forms 1 to 6*, and the Final Supervised Practice Progress Report for Students (refer **Form J(F2)**).

It is the responsibility of the student to present these records and forms to the course supervisor.

In practice, the student should take responsibility for submitting the final Supervised Practice Progress Report (**Form J(F2)**) and *Assessment of Competence Forms 1 to 6* (**Forms H(i) to (vi)**) to the Board. However, under the Act, the Board may request that the supervisor provide a Progress Report for a particular probationary registrant, and the supervisor may be liable to a penalty for failure to comply with the Board's request.

## PART B – REQUIREMENTS FOR UNIVERSITIES/SUPERVISORS

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### 10. Other Responsibilities of Supervisors and Assistant Supervisors:

#### IN ACCORDANCE WITH THE ACT AND THE REGULATION:

- Supervisors and assistant supervisors are accountable to the Board for ensuring that supervision is provided in accordance with the requirements of the Act and the Regulation, the Board's *Guidelines* for the Supervised Practice Program, and the APS *Code of Ethics* and *Ethical Guidelines*.
- A supervisor must immediately notify the Board if the supervisor reasonably considers the probationary registrant may not be complying with the Act or the Regulation.
- An assistant supervisor must immediately notify the supervisor if the assistant supervisor reasonably considers that the probationary registrant may not be complying with the Act or the Regulation. However, an assistant supervisor may also directly contact the Board in these circumstances if they believe this is necessary and appropriate.

**Note:** a supervisor or assistant supervisor for a probationary registrant who honestly and on reasonable grounds gives information to the Board about the probationary registrant is not liable civilly, criminally, or under an administrative process for giving the information (refer section 226 of the Act for more information).

- A supervisor must, within 28 days of ceasing to be the probationary registrant's supervisor, give the Board a report about the probationary registrant (refer **Form F**), including a Supervised Practice Progress Report if required.

Assistant supervisors are not required to submit Form F.

- A supervisor should nominate another eligible supervisor should the supervisor be unavailable or take extended leave beyond a 28 day period.
- A supervisor should assess the probationary registrant's training and development needs, identify strategies to meet those needs, and inform the probationary registrant of areas (knowledge and skills) requiring special attention and development.
- A supervisor should inform the probationary registrant of any concerns the supervisor or assistant supervisor has with either the probationary registrant's practice, or their progress with supervision.

The supervisor or assistant supervisor should firstly discuss these concerns and possible remedies with the probationary registrant. If these concerns cannot be adequately addressed through the supervision process, the supervisor (or an assistant supervisor after discussion with the supervisor) should notify the Board of their concerns.

- A supervisor should inform the probationary registrant if it is expected that a recommendation for removal of probationary conditions will not be made. If so, the supervisor should discuss the reasons and possible remedies with the probationary registrant at the earliest possible occasion, and inform the Board, as above, if required.
- A supervisor must notify the Board if they have concerns about a probationary registrant's fitness to safely practice the profession (e.g. due to a physical or mental health problem that is not being appropriately addressed by the probationary registrant).

## PART B – REQUIREMENTS FOR UNIVERSITIES/SUPERVISORS

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### 13 Eligibility Requirements for Approved Supervisors

#### 13.1 Supervisors

The Board's List of Approved Supervisors is available on the Board's website, under "Supervision Program". Registrants who wish to apply to the Board to supervise probationary registrants must submit an *Application to Supervise* form (refer **Form D**).

A general registrant is eligible to be approved by the Board as a supervisor for the Supervised Practice Program if the general registrant:

1. has been a general registrant, or held registration that is substantially equivalent in another State or Territory or in New Zealand or another country, for a period of **at least two years** prior to applying for Application to Supervise; and
2. has successfully completed the Board's Supervisor Training and Accreditation Program (STAP) and been accredited by the Board as a Supervisor for the Supervised Practice Program; and

Information on STAP is available under "Supervisor Training" on the Board's website, or from STAP directly, telephone 07 3831 4163 or email [supervision-program@griffith.edu.au](mailto:supervision-program@griffith.edu.au).

3. is not a member of the probationary registrant's immediate family or household; and
4. has not been, and is not currently, engaged in a therapeutic relationship with the probationary registrant; and
5. is not subject to suspension of registration under the *Health Practitioners (Professional Standards) Act 1999*, the repealed Act, or a corresponding law; and
6. is not subject to a condition, order or undertaking under the *Health Practitioners (Professional Standards) Act 1999*, or a corresponding law, prohibiting the registrant from being a supervisor or an assistant supervisor; and
7. has not been declared by the Board to be ineligible to be a supervisor, or otherwise supervise probationary registrants, under **Section 40** of the Regulation.

#### 13.2 Assistant Supervisors

##### 1. A registrant who is on the Board's List of Approved Supervisors

A probationary registrant's supervisor or course supervisor may approve the addition of an assistant supervisor whose name appears on the Board's List of Approved Supervisors.

##### 2. A registrant who has not completed STAP, who may or may not have held general registration for more than two years, and meets eligibility criteria 3 to 7 of section 13.1 above.

The course supervisor must apply to the Board for approval of this registrant as an assistant supervisor for any of the students in a particular program.

The Board may approve this assistant supervisor if the Board is satisfied that the student probationary registrant/s would not be able to meet the requirements for supervision unless this registrant is approved as an assistant supervisor.

## **PART B – REQUIREMENTS FOR UNIVERSITIES/SUPERVISORS**

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### **3. A person who is not a Psychologist**

The Board may, at its discretion and in special circumstances, approve a person who is not a Psychologist as an assistant supervisor.

The course supervisor must apply to the Board for approval of this registrant as an assistant supervisor for any of the students in a particular program.

The Board may approve this person to be an assistant supervisor if the Board is satisfied that the student probationary registrant/s would not be able to meet the requirements for supervision unless this person is approved to assist the probationary registrant's supervisor, provided that:

- the person has experience, knowledge and qualifications that will enable the person to meet the probationary registrant's professional development needs;
- the person is not a member of the probationary registrant's immediate family or household;
- the person has not been, and is not currently, engaged in a therapeutic relationship with the probationary registrant;
- the Board has not declared the person ineligible to supervise probationary registrants.

Probationary registrants should attach to their Supervised Practice Plan information regarding the addition of an assistant supervisor, including the name, contact details, and supervision responsibilities of the assistant supervisor (refer **Form A(i)**). The supervisor and probationary registrant should sign the amendment to the Plan.

**Note:** probationary registrants must undertake at least 75 of the required 100 hours of supervision with an approved supervisor or an assistant supervisor approved under (1) above.

probationary registrants may claim a combined maximum of 25 of the required 100 hours of supervision from supervision with assistant supervisors approved under (2) or (3) above.

**POLICY – *Approved Workplace Practice Settings for the Supervised Practice Program for Probationary Registrants* (effected August 2008)**

**Approved workplace practice settings** for the Supervised Practice Program are now categorised from most restrictive to least restrictive in terms of supervisor access. (**Note:** The nature of approved practice of the profession for the Program is defined in section 3.1 of the *Supervision Guidelines*. Practice of the profession must be psychological in nature and must enable the probationary registrant to meet the Competency requirements of the Program).

**For any of the workplace practice settings outlined below if the supervisor or an assistant supervisor is also the probationary registrant's line manager refer to Note 1 page 4.**

**1. On-site supervision**

The probationary registrant practises under the on-site supervision of their approved supervisor for the Supervised Practice Program (i.e. both practise at the same physical location). Requirements of this setting:

- The supervisor must be a current general registrant on the Board's List of Approved Supervisors, (i.e. accredited as a supervisor by the Board on completion of the Supervisor Training and Accreditation Program (STAP) and approved under section 35 of the *Psychologists Registration Regulation 2002* (the Regulation)).
- The supervisor must be: practising at the same physical location as the probationary registrant; present, where possible, at this location when the probationary registrant is practising there<sup>2</sup>; and available for brief consultations as necessary.
- The practice setting and the nature of the practice at this setting must allow opportunities for the supervisor to directly observe<sup>3</sup> the probationary registrant's practice of the profession.

**2. Off-site supervision**

The probationary registrant practises under the off-site supervision of their approved supervisor for the Supervised Practice Program.

- The supervisor must be a current general registrant on the Board's *List of Approved Supervisors*, (i.e. STAP accredited), approved under section 35 of the *Psychologists Registration Regulation 2002* (the Regulation).
- The supervisor may be located external to the probationary registrant's practice setting.
- The supervisor must be available for urgent consultations e.g. by telephone.
- The practice setting and the nature of the practice at this setting must allow opportunities for the supervisor or an approved assistant supervisor to directly observe<sup>2</sup> the probationary registrant's practice of the profession.
- An assistant supervisor must be available in accordance with one of the following arrangements:

2(i) The probationary registrant has an assistant supervisor (a general registrant approved under section 37 or 38 of the Regulation) practising on-site (at the same physical location) as the probationary registrant.

- This assistant supervisor must be present, where possible, at this location when the probationary registrant is practising there<sup>4</sup> and available for brief consultations as necessary.

<sup>2</sup> Note. It is understood that it may not always be possible for a supervisor, line manager or assistant supervisor to be on site at the practice work place whenever the probationary registrant is practising there, due to unexpected or other absences (e.g. illness; attending meetings etc). It is preferable if the supervisee can contact the supervisor via telephone regarding urgent matters. However, for planned absences such as recreation leave, the supervisor should appoint an assistant supervisor for the probationary registrant.

<sup>3</sup> Direct observation may be in person or via videotape (preferred) or audiotape if videotape facilities are not available.

<sup>4</sup> Note. It is understood that it may not always be possible for a supervisor, line manager or assistant supervisor to be on site at the practice work place whenever the probationary registrant is practising there, due to unexpected or other absences (e.g. illness; attending meetings etc). It is preferable if the supervisee can contact the supervisor via telephone regarding urgent matters. However, for planned absences such as recreation leave, the supervisor should appoint an assistant supervisor for the probationary registrant.

- The assistant supervisor must meet the responsibilities of a supervisor or assistant supervisor in accordance with the Act and the Regulation and the *Supervision Guidelines*.
- or 2(ii) The probationary registrant has a professional Line Manager practising on-site (at the same physical location) as the probationary registrant. Preferably, the Line Manager will agree, with the Board's approval, to be an assistant supervisor for the probationary registrant, (a general registrant approved under section 37 or 38 of the Regulation or a professional from a cognate discipline approved under section 39 of the Regulation). The responsibilities of the Line Manager include to:
- oversee the professional practice of the probationary registrant
  - be responsible for daily management of client care
  - be responsible for the quality of professional services to clients
  - be present at this location, where possible, when the probationary registrant is practising there<sup>1</sup> and available for brief consultations as necessary
  - provide professional in-service training to the probationary registrant
  - If the Line Manager is approved by the Board as an assistant supervisor the Line Manager must meet the responsibilities of a supervisor or assistant supervisor in accordance with the Act and the Regulation and the *Supervision Guidelines*.
- or 2(iii) The probationary registrant is working for an organisation within a multidisciplinary team. The probationary registrant does not have a professional Line Manager.
- An experienced professional from a cognate discipline must, with the Board's approval, agree to be an assistant supervisor for the probationary registrant, (approved under section 39 of the Regulation).
  - This assistant supervisor must be present at the practice workplace location<sup>1</sup>, where possible, when the probationary registrant is practising there and available for brief consultations as necessary.
  - The assistant supervisor must meet the responsibilities of a supervisor or assistant supervisor in accordance with the Act and the Regulation and the *Supervision Guidelines*.

### 3. Rural and remote practice locations

Probationary registrants practising in rural and remote locations should, if possible, arrange a workplace setting which meets the requirements of 1 or 2 above. However, this may not be possible. Probationary registrants practising in rural and remote locations require special consideration to ensure that the registrant receives sufficient professional support and supervision to practice the profession in a professional, safe and competent way.

In rural and remote locations the following requirements must be met:

- The supervisor must be a current general registrant on the Board's *List of Approved Supervisors*, (i.e. STAP accredited), approved under section 35 of the Regulation.
  - The supervisor may be located off-site - external to the probationary registrant's practice setting and in another town or region. The Board approves alternative methods for supervision for probationary registrants located in rural and remote locations (e.g. teleconference, videoconference etc). (Section 4.3 of the *Supervision Guidelines* provides information on alternative methods of supervision for probationary registrants practising in rural and remote locations).
  - The supervisor must be available for urgent consultations (e.g. by telephone or email).
  - The practice setting and the nature of the practice at this setting must allow opportunities for the supervisor or an approved assistant supervisor to directly observe<sup>2</sup> the probationary registrant's practice of the profession.
- 3(i) If the probationary registrant has a professional Line Manager the following applies:
- The Line Manager does not need to be practising on-site - at the same physical location or in the same town as the probationary registrant. The Line Manager

may be located in a regional office.

- The Line Manager and/or supervisor regularly visits the workplace of the probationary registrant or the probationary registrant regularly travels to the regional base of his or her workplace to meet with the Line Manager or supervisor.
- The Line Manager is accessible on a daily basis for brief or urgent consultations, either in person or by telephone.
- Preferably, the Line Manager will agree, with the Board's approval, to be an assistant supervisor for the probationary registrant, (a general registrant approved under section 38 of the Regulation or a professional from a cognate discipline approved under section 39 of the Regulation).
- The Line Manager: oversees the professional practice of the probationary registrant; is responsible for the quality of professional services to clients; and provides professional in-service training to the probationary registrant.

or 3(ii) If the probationary registrant does not have a professional Line Manager or an approved assistant supervisor who could meet the requirements of the Line Manager outlined in 3(i) above the Board will only consider a Supervision Proposal for practice in a rural or remote area if the probationary registrant has partially completed the Supervised Practice Program and met the following minimum requirements:

- Completed 400 hours supervised practice of the profession
- Completed 20 hours of individual face-to-face supervision
- Completed the following competency tasks:
  - Competency 2: two tasks completed
  - Competency 3: two tasks completed; at least one task directly observed by a supervisor or assistant supervisor.
  - Competency 6: Completed tasks: 6.2 (Knowledge of the APS Code of Ethics); 6.4 (Independently manages professional affairs); and 6.6 (Record Keeping).

#### NOTE THE FOLLOWING POINTS

1. **In the case where the Line Manager is the Supervisor or an Assistant Supervisor, a dual role relationship exists.** There is an overriding ethic of the client's care/management having priority. In this case any probationary registrant undertaking supervision with a line manager would have to accept that information about their performance will be revealed, to ensure the welfare/best interest of the client. Solutions to avoid conflict of interest must include setting out the following in a supervision contract agreed to and signed by the Line Manager (supervisor or assistant supervisor) and the probationary registrant: how the dual relationship will be managed; what information will be shared; and arrangements for line performance reviews (e.g. where possible arrange for review to include another independent professional reviewer if necessary).
2. All Supervision Proposals for Pathway 1 must be accompanied by a Position Description (PD) for the probationary registrant's or applicant's proposed position.
3. The Board will consider a probationary registrant's progress towards completing the Competencies of the Supervised Practice Program as the basis for approving the registrant's progression through to a workplace setting where more flexible arrangements are available, particularly with respect to whether the supervisor is on-site or working within acceptable physical proximity to the probationary registrant.
4. The Board may apply more intensive monitoring measures to probationary registrants practising in workplace settings where supervisor access is limited, (e.g. three monthly interim Progress Reports; audits of Records of Practice and/or Supervision etc).



# *PSYCHOLOGISTS BOARD OF QLD*

## **Student Guidelines**

### **FORMS**

#### *Supervised Practice Program for Student Probationary Registrants and University appointed Supervisors*

**8th Floor, Forestry House  
160 Mary Street  
BRISBANE QLD 4000**

**GPO Box 2438  
BRISBANE QLD 4001**

Ph: 61 7 3234 0156 (Supervised Practice Program Enquiries)  
Ph: 61 7 3234 1164 (Registration Enquiries)  
Fax: 61 7 3225 2527

E-mail: [psychology@healthregboards.qld.gov.au](mailto:psychology@healthregboards.qld.gov.au)  
Website: [www.psychologyboard.qld.gov.au](http://www.psychologyboard.qld.gov.au)

**Updated May 2009  
Subject to review**

## PART C – FORMS

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### CONTENTS

Form A(S)	<i>Guidelines for the Supervised Practice Plan – for Student Probationary Registrants</i>
Form A(i)	<i>Addition of an Assistant Supervisor</i>
Form A(ii)	<i>Change of Course Supervisor</i>
Form B	<i>Record of Practice</i>
Form C(i)	<i>Record of Supervision</i>
Form C(ii)	<i>Record of Professional Development Activities</i>
Form E	<i>Statement of Incomplete Supervision</i>
Form F	<i>Supervisor's Statement of Cessation of Supervision</i>
Form G(S)	<i>Student Supervised Practice Progress Report</i>
Form G(S)	<i>Explanatory Notes for Course Supervisors</i>
Form H(i)	<i>Assessment of Competence Form 1 – Knowledge of the Discipline</i>
Form H(ii)	<i>Assessment of Competence Form 2 – Psychological Assessment</i>
Form H(iii)	<i>Assessment of Competence Form 3 – Intervention Strategies</i>
Form H(iv)	<i>Assessment of Competence Form 4 – Research and Evaluation</i>
Form H(v)	<i>Assessment of Competence Form 5 – Communication</i>
Form H(vi)	<i>Assessment of Competence Form 6 – Ethical, Legal and Professional Matters</i>
Form H(C)	<i>Competency Completion Checklist</i>
Form I	<i>Guidelines for a Supervision Proposal</i>
Form J	<i>Application for Review of Probationary Conditions</i>
Form J(F1)	<i>Final Supervised Practice Progress Report (for Pathway 1)</i>
Form J(F2)	<i>Final Supervised Practice Progress Report – Students (for Pathway 2)</i>

## GUIDELINES FOR THE SUPERVISED PRACTICE PLAN

The following sections are included to assist in developing your Supervised Practice Plan. **These sections are mandatory**, but beyond them your Plan should reflect your individual professional goals, interests and proposed career path. Please refer to the Board's "Supervision Guidelines" when drawing up your Plan.

**N.B.** You are not required to submit this Supervised Practice Plan to the Board unless specifically requested to do so by the Board.

### 1. Names and Contact details for the Supervisor/s and Supervisee:

Include the name, professional address and an office hours contact telephone number for:

- the supervisor (the person who has primary responsibility for your supervision while undertaking the Supervised Practice Program);
- any proposed assistant supervisors; and
- yourself as the supervisee.

If additional assistant supervisors are engaged during your Supervised Practice Program, complete and attach Form A(i) to your Plan. Provide the address and contact telephone number of the venue/s where your formal supervision consultations will occur with each supervisor, if this venue differs from the supervisor/s' professional address above.

### 2. Goals of the Supervised Practice Program:

You should indicate your own personal goals and objectives for the Supervised Practice Program and include your identified training needs. You are encouraged to list subject areas and themes which you are interested in pursuing, including therapeutic practices, orientations and approaches, specific therapeutic models, disciplines within psychology and specific authors and fields.

### 3. Period of the Supervised Practice Program:

The minimum period for the Supervised Practice Program is two years from your date of registration. You should state the date upon which you expect to commence supervision (this can be no earlier than your date of registration) and the expected date of completion of the requirements of your Supervised Practice Program.

### 4. Professional Practice:

Provide details of the professional psychological practice you intend undertaking. Details must include the type of practice to be undertaken, the professional practice setting/s, the hours of practice to be undertaken at each setting and how your supervision arrangements for practice in this setting meets the requirements of the Board's policy on "Approved Workplace Settings, (refer to **Appendix A**). Please include the title under which you are employed and attach a position description.

Your professional practice details may change over the course of your Supervised Practice Plan. You should amend this section of the Plan as necessary and the amendment must be endorsed by your supervisor and yourself. You must indicate your intention to complete at least 1600 hours of practice of the profession during the supervision period.

### 5. Total Hours of Supervision and Frequency of Contact:

You must indicate your intention to complete a total of 160 hours of supervision as part of the requirements of your Supervised Practice Program, unless you are required to complete a partial Program in which case the Board will notify you of your required hours of supervision. Indicate the proposed frequency and length of your formal supervision consultations, e.g. meet with supervisor individually for one hour each week or for two hours each fortnight, and participate in group supervision with an assistant supervisor for one hour each month.

## 6. Methods of Supervision:

Indicate on your Plan the hours of supervision which you intend to undertake by the following methods of supervision approved by the Board.

- **Face-to-face supervision meetings** with a supervisor or assistant supervisor **100 hours**, at least, of supervision must be undertaken through this method (unless the Board has approved alternative methods of supervision in particular circumstances). Of these 100 hours:
  - A minimum of 60 hours **individual** face-to-face supervision sessions must be completed. Time spent by the supervisor directly observing your psychological practice and providing feedback to you can be credited towards your required hours of individual supervision to a maximum of 10 hours.
  - A maximum of 40 hours may be undertaken as a participant in **group supervision** sessions (not exceeding 5 people) with your supervisor or assistant supervisor.
- **Professional development activities**  
You must record at least **60 hours** of participation in professional development activities approved by the supervisor.

**Please note:** 'Other' methods of supervision (e.g. telephone, fax, mail, e-mail) with a supervisor will not be credited by the Board towards required formal supervision hours. However, the Board has the discretion to approve, on an individual basis, alternate methods of supervision where special circumstances exist (e.g. supervisee located in a rural area). Refer to section **4.2** of the *Supervision Guidelines*.

## 7. Content of the Supervised Practice Program:

Under each of the Competency headings below, provide information on how you intend to address the tasks of each Competency through your professional psychological practice at the location/s stated in your Plan, formal supervision consultations and participation in professional development activities. To complete this section you must refer to **section 5** of the *Supervision Guidelines*.

- 7.1 Knowledge of the Discipline
- 7.2 Psychological Assessment
- 7.3 Intervention Strategies
- 7.4 Research and Evaluation
- 7.5 Communication
- 7.6 Ethical, Legal and Professional Matters

**Note:** When completing this section do not simply copy the information presented under each Competency in **section 5**. You should think through how you, individually, will address each task. You may state in your Plan that certain tasks may need to be met through the appointment of an assistant supervisor or changing your location of practice (or adding another location) later in your Program. Remember, the Plan is a working document for your entire Supervised Practice Program. If you are uncertain how you will meet certain tasks when you first draw up your Plan, add this information later as you progress through the Program.

With your supervisor you must review your progress on the Competencies at least every six months during the Supervised Practice Program, (at the time of review of the Supervised Practice Plan), and prior to the completion of a Progress Report. You should amend this section of your Plan at these times noting under each Competency the areas in which assessments have been completed and competence achieved and outlining plans for the further development of competence over the next six months.



**ADDITION OF AN ASSISTANT SUPERVISOR**

**AMENDMENT TO SUPERVISED PRACTICE PLAN**

**Probationary Registrant:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**Assistant Supervisor:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Commencement date with this Assistant Supervisor:** \_\_\_\_\_

**Location of practice:** \_\_\_\_\_

**Location of supervision:** \_\_\_\_\_

**Responsibilities of the Assistant Supervisor:**

*I, \_\_\_\_\_, agree to abide by the requirements for supervisors prescribed in the Act and the Regulation and I have read and agree to uphold the Responsibilities of Supervisors outlined in **section 8.3** of the Board's "Supervision Guidelines".*

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Signature \_\_\_\_\_  
*Assistant Supervisor Supervisor Supervisee*

Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

**CESSATION OF SUPERVISION**

**Date of cessation of supervision with this Assistant Supervisor:** \_\_\_\_\_

Signature: \_\_\_\_\_  
*Assistant Supervisor*

It is the **probationary registrant's responsibility** to:

- complete this Form,
- present it to the Assistant Supervisor for signature,
- submit to the Board for approval (where necessary, refer to section 8.2 of the *Supervision Guidelines*), and
- attach the signed amendment to the Supervised Practice Plan.

**Photocopy Form A(i) as required and attach a separate form for each Assistant Supervisor.**

**CHANGE OF COURSE SUPERVISOR**  
**AMENDMENT TO SUPERVISED PRACTICE PLAN**

**Student Probationary Registrant:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**New Course Supervisor:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Commencement date of this Course Supervisor:** \_\_\_\_\_**Responsibilities of the Course Supervisor:**

*I, \_\_\_\_\_, agree to abide by the requirements for supervisors prescribed in the Act and the Regulation, and I have read and agree to uphold the Responsibilities of Supervisors outlined in **section 8.3** of the Board's "Supervision Guidelines".*

**Authorship of Publications:**

Both supervisor and probationary registrant must cite and be informed of any reports that are going to be published. Before the publications are made, discussions relating to authorship must be made between the supervisor and the probationary registrant. In the event of the supervisor and probationary registrant not being able to reach a mutually satisfactory resolution of authorship, either or both parties may consult with the Psychologist Board of Queensland.

**Acknowledgment by Supervisor and Probationary Registrant:**

*We accept the conditions of this agreement and acknowledge that complaints received by the Board concerning the probationary registrant may, at the discretion of the Board, be forwarded to the supervisor.*

Signature: \_\_\_\_\_  
*Course Supervisor*Signature: \_\_\_\_\_  
*Supervisee*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

It is the **student probationary registrant's responsibility** to:

- complete this Form,
- present it to the Course Supervisor for signature, and
- attach the signed amendment to the Supervised Practice Plan.

**Photocopy Form A(ii) as required and attach a separate form for each new Course Supervisor.**

## RECORD OF PRACTICE

## SUGGESTED FORMAT and EXAMPLES OF ENTRIES

**Please note:** under the legislation, probationary registrants are required to maintain records of practice for the duration of their Supervised Practice Program.

- The Record of Practice must be sighted and signed by the supervisor at least monthly, and at the time of reviewing the Supervised Practice Plan and preparing a Progress Report.
- The Board may also request the probationary registrant submit the Record of Practice to the Board and, under the Regulation, the registrant must comply with this request.
- The format provided below is an example format only. At the commencement of the Supervised Practice Program, the probationary registrant should discuss the requirements for their Record of Practice with their supervisor, and agree on the format and level of detail required.
- Probationary registrants must record their hours of practice from academic teaching and/or psychological research separately from their hours of applied practice of the profession.

DATE	DETAILS OF PSYCHOLOGICAL PRACTICE	DURATION (Hours)	LOCATION
<b>EXAMPLE 1</b> Week beginning 2/6/08	Face-to-face counselling of individual clients. Group counselling - (Self-esteem group and anxiety management group). Report writing and case notes. Clinic Case Conference. Preparation for group work. Liaison regarding clients (discussions with other professionals, referrals etc). <b>Weekly total</b> <b>Cumulative total</b>	15 (10 clients) 4  6.5 2 1.5 10  <b>39</b> <b>636</b>	Clinic A
<b>EXAMPLE 2</b> Week beginning 2/6/08	Interviews with management for evaluation of organisational change at Company A. Design of staff survey for Company A. Report writing and analysis of interview data. Meeting with evaluation Working Party. Organisational tasks for evaluation Preparation of staff training manual. Conducting staff training and development. <b>Weekly total</b> <b>Cumulative total</b>	10 (7 interviews)  3 8 2 4 2.5 4  <b>33.5</b> <b>505</b>	Company A  Home Office Home Office Company A Home Office Home Office Company B
<b>EXAMPLE 3</b> Week beginning 2/6/08	Telephone counselling Kids Help Line. Reports and case notes Kids Help Line. Psychological assessments (2 children). Interviews with parents. Report writing and case notes. Background reading regarding clients. Liaison with other professionals. School visit – interview with teacher. Lecturing - First year psychology students. Preparing lecture material. Tutoring - First year psychology students. PhD research – experimental design, data collection. <b>Weekly total: applied practice</b> <b>research/teaching</b> <b>Cumulative total</b>	4 1 3.5 3 4 1.5 1 1.5 2 1 6 8  19.5 17 <b>302</b>	Kids Help Line Kids Help Line Supervisor's group practice Home Office Home Office Supervisor's Practice School A QUT QUT QUT QUT

**RECORD OF SUPERVISION**

**MODEL FORMAT**

Session No: \_\_\_\_\_ Date: \_\_\_\_\_ Duration (hours): \_\_\_\_\_ Supervisor: \_\_\_\_\_

Format of Session:     Individual face-to-face         Group supervision  
                                  Other (*only as approved by the Board*) Please specify \_\_\_\_\_

Brief record of supervision session including Competencies addressed:

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Issues for further discussion / plan for further development of skills:

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Agenda for next session:

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Supervisee's comments:

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Supervisor's comments:

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Signature \_\_\_\_\_  
*Supervisee*

Signature \_\_\_\_\_  
*Supervisor*

**RECORD OF SUPERVISION  
MODEL FORMAT**

**PROFESSIONAL DEVELOPMENT ACTIVITIES**

Date: \_\_\_\_\_

Title of Activity: \_\_\_\_\_  
*(Conference, course, workshop, seminar, discussion group, etc)*

Organising Body: \_\_\_\_\_  
*(or lecturer, workshop leader, etc)*

Total hours of attendance: \_\_\_\_\_

Brief details of content of activity, including Competencies addressed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The supervisee's participation in this professional development activity has been approved by the supervisor as contributing to the supervisee's professional development.*

Signature \_\_\_\_\_  
*Supervisee*

Signature \_\_\_\_\_  
*Supervisor*

**Please note:** under the legislation, probationary registrants are required to maintain Records of Supervision, including a log of professional development activities attended, for the duration of their Supervised Practice Program.

- The Records of Supervision must be sighted and signed by the supervisor at least monthly, and at the time of reviewing the Supervised Practice Plan and preparing a Supervised Practice Progress Report.
- The Board may also request the probationary registrant submit the Records of Supervision to the Board.
- The formats provided on Forms C(i) and C(ii) are examples only. At the commencement of supervision, the probationary registrant should discuss this Record of Supervision with their supervisor and agree on the format and level of detail required.

**STATEMENT OF INCOMPLETE SUPERVISION**

Probationary registrants must complete this Form when changing supervisors or temporarily ceasing undertaking the Supervised Practice Program prior to the completion of the Program. The Form must be signed by the probationary registrant and the supervisor, and the original submitted to the Board by the probationary registrant. Refer to the Board's "Supervision Guidelines" (**section 7.4**).

**Please copy this Form as required.**

**1. Probationary Registrant:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**2. Supervisor:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**3. Date of commencement of supervision with this supervisor:** \_\_\_\_\_

**4. Date of cessation of supervision with this supervisor:** \_\_\_\_\_

**5. Reasons for cessation of supervision:**

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**6. Plans for recommencement of supervision:**

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**Note:** If you intend taking a break from your Supervised Practice Program (e.g. to travel overseas; or for employment, family, or other personal reasons) please state when you intend to re-commence the Program. You will need to notify the Board prior to re-commencement of your practice of the profession and submit a new Supervision Proposal (refer **Form I**) to the Board for approval.

**7. Name of proposed new supervisor:** \_\_\_\_\_

**Note:** It is a requirement of the Act that you nominate a new supervisor and draw up a new Supervised Practice Plan within 28 days of cessation of supervision with your previous supervisor.

If you are unable to nominate a new supervisor and draw up a new Supervised Practice Plan within 28 days of cessation of supervision with your previous supervisor, you must notify the Board of this, in writing, prior to the expiration of the 28 day time limit.

You are **not** required to nominate a new supervisor if you have advised the Board above that you are taking a break from your Supervised Practice Program.

continued over ➤

**8. Supervisor’s assessment of the supervisee’s progress during this period of supervision** (please tick):

Satisfactory

Unsatisfactory

*If ‘unsatisfactory’ please attach a separate page giving reasons*

**Note:** the supervisor must submit the Supervisor’s Statement of Cessation of Supervision (**Form F**) including a Supervised Practice Progress Report if required.

**9. Hours of supervision and practice completed:**

Provide combined hours with all supervisors and assistant supervisors, from date of commencement of the Supervised Practice Program to date of cessation of supervision with this supervisor.

Number of hours of individual supervision completed to date: \_\_\_\_\_

Number of hours of group supervision completed to date: \_\_\_\_\_

Number of hours of alternate methods of supervision completed to date: \_\_\_\_\_

*if applicable, specify alternate method/s used:* \_\_\_\_\_

Number of hours of direct observation completed to date: \_\_\_\_\_

*Do **not** include hours of direct observation in hours of individual, group, or alternate methods of supervision.*

**Total hours of supervision** = \_\_\_\_\_  
*Add hours of individual, group, alternate methods, and direct observation*

Number of hours of professional development activities completed to date: = \_\_\_\_\_

Number of hours of applied practice in the profession completed to date: \_\_\_\_\_

Number of hours of practice from teaching and/or research completed to date: \_\_\_\_\_

**Total hours of practice in the profession** = \_\_\_\_\_  
*Add hours of applied practice and teaching / research*

**10. Acknowledgment by supervisee and supervisor:**

Signature \_\_\_\_\_  
*Supervisee*

Signature \_\_\_\_\_  
*Supervisor*

Date \_\_\_\_\_

Date \_\_\_\_\_

**SUPERVISOR'S STATEMENT OF CESSATION OF SUPERVISION**

A supervisor must, within 28 days of ceasing to be a probationary registrant's supervisor, complete this Form and submit the original to the Board. Please copy this Form as required.

**1. Supervisor:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**2. Probationary Registrant (supervisee):**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**3. Date of commencement of supervision with this supervisee:** \_\_\_\_\_**4. Date of cessation of supervision with this supervisee:** \_\_\_\_\_**5. Reasons for cessation of supervision:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Supervised Practice Progress Report**

If more than **six months** has elapsed since the date of your signature on the most recent Progress Report submitted to the Board by this supervisee, the supervisee must complete another **Supervised Practice Progress Report** for your signature. Please **attach the original** of the Report to this Form. Alternatively, you as supervisor may complete this Report and submit it to the Board.

This Report must provide details, under each Competency, of the activities, tasks and assessments undertaken by the supervisee, the knowledge and skills demonstrated by the supervisee to date, and the areas requiring particular attention and further development over the remaining period of the supervisee's Supervised Practice Program.

**7. Supervisor's comments:**

*Please comment on the supervisee's attitude towards supervision and progress within the Supervised Practice Program. Provide details of any problematic areas in supervision, or other matters which should be brought to the attention of the Board. Attach a separate page if required.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISED PRACTICE PROGRESS REPORT****FOR STUDENTS UNDERTAKING THE SUPERVISED PRACTICE PROGRAM VIA PATHWAY 2**

*To be completed by the Course Supervisor not by individual Student Probationary Registrants.*

Please photocopy this form as required and attach additional pages if you wish to add more information.

1. **Name of University:** \_\_\_\_\_
2. **Name of Course/s:** \_\_\_\_\_
3. **Name of Course Supervisor:** \_\_\_\_\_
4. **Period to which Supervised Practice Progress Report relates:** Year: \_\_\_\_\_  
To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date of Report)

**5. Declaration 1 – SATISFACTORY PROGRESS:**

Names of Student/s (*please insert*)

I, \_\_\_\_\_ (*Course Supervisor or delegate nominated by Course Supervisor – please print name*), consider that the progress made by the above student probationary registrant/s on the Supervised Practice Program during the stated period has been **Satisfactory**.

**6. Declaration 2 – UNSATISFACTORY PROGRESS:**

*For each student whose progress on the Supervised Practice Program has been “unsatisfactory”, please give reasons – refer to explanatory notes over.*

Names of Student/s and Reasons (*please insert*)

I, \_\_\_\_\_ (*Course Supervisor or delegate nominated by Course Supervisor – please print name*), consider that the progress made by the above student probationary registrant/s on the Supervised Practice Program during the stated period has been **Unsatisfactory**.

**7. Signature of Course Supervisor or Delegate Authorised by Course Supervisor:**

Signature: \_\_\_\_\_  
*Course Supervisor (or nominated delegate)*

Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**STUDENT SUPERVISED PRACTICE PROGRESS REPORT****EXPLANATORY NOTES FOR COURSE SUPERVISORS****Name of Course/s:**

A Course Supervisor may list students from a number of related courses on the one Supervised Practice Progress Report (e.g. *Master of Clinical Psychology, Doctor of Clinical Psychology, coursework PhD in Clinical Psychology, Master of Clinical Psychology and Clinical Neuropsychology, etc.*)

Please list all relevant courses.

Student names can then be listed under Declaration 1 or 2 in alphabetical or any other order convenient to the Course Supervisor. There is no requirement to list against each student's name the particular course in which the student is enrolled. The Board will have been provided with this information by the university earlier in the year.

**Name of Course Supervisor:**

The name of the Course Supervisor and the date of the report should be inserted.

It is anticipated that Course Supervisors will compile the Reports in November / December of each year.

Course Supervisors may provide the required information on the satisfactory / unsatisfactory progress of students to a nominated appropriate person who will compile and sign the Report (e.g. *practicum coordinator, program director, school administrator, etc.*)

**Period to which Supervised Practice Progress Report relates:**

The calendar year only needs to be inserted here. For example, the year "2008" will cover all students enrolled during 2008 whether they commenced in first semester, second semester or at another stage during the year (e.g. *September intake*).

However, if a student was enrolled in first semester only and then took a leave of absence for the rest of the year, this should be noted against the student's name, for example:

Susan Smith (Sem 1 only).

**Names of students:**

Both "new" (first enrolled in the course in the year of the Report) and 'continuing' students (in their second and subsequent years of the course) should be included in the Supervised Practice Progress Report, with their progress recorded as either 'satisfactory' or 'unsatisfactory'.

**Guidelines for Evaluation of Progress on the Supervised Practice Program:****1. Satisfactory Progress**

- The student has passed all coursework subjects and practicums undertaken, and assessed to date.
- In general, when evaluating a student's progress for the year, the Course Supervisor does not need to consider any coursework subjects and/or practicums which are incomplete or still in progress at the date of the Supervised Practice Progress Report.  
(refer to 'Unsatisfactory Progress').

**2. Unsatisfactory Progress**

- The student has failed a coursework subject or a practicum. The Course Supervisor should provide the following details:
  - name of subject/s failed;
  - particular piece of assessment failed, if applicable;
  - reason for failure of a practicum, etc.
- The Course Supervisor considers that the student probationary registrant may not be complying with the *Psychologists Registration Act 2001* (the Act) or the *Psychologists Registration Regulation 2002* (the Regulation). For example: (Refer to sections 60 & 88 of the Act and section 47 of the Regulation)
  - \* The student has failed to comply with the record keeping and reporting requirements of the Board's Supervised Practice Program, specifically as they apply to: the Supervised Practice Plan; Records of Practice and Supervision; and Assessment of Competence forms 1 to 6.
  - \* The Course Supervisor is aware that the student is practising the profession of psychology external to and independent of their university course; this practice is not covered by the student's Supervised Practice Plan with the Course Supervisor, and the Course Supervisor believes that the Board may not be aware of the student's external practice.
- The student's behaviour / attitude / professional competency / professional ethics / medical condition raises concerns about the student's fitness to competently and safely practise the profession of psychology, and/or may constitute a ground for disciplinary action under the *Health Practitioners (Professional Standards) Act 1999* (refer section 124 and to the definition of "unsatisfactory professional conduct" in the Schedule of the *Health Practitioners (Professional Standards) Act 1999*).
- Other reasons which the Course Supervisor reasonably believes should be brought to the attention of the Board

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## RELEVANT EXCERPTS FROM THE LEGISLATION

### *Psychologists Registration Act 2001*

#### **Section 60 Contravention of conditions**

A general registrant must not contravene a condition of the registration, including, for example, probationary conditions, imposed under this Act.

Maximum penalty — 100 penalty units.

#### **Section 88 Grounds for cancellation**

A person's general registration may be cancelled, under this division, on any of the following grounds —

- (a) that the registration happened because of a materially false or misleading representation or declaration;
- (b) for a registration on probationary conditions — that the registrant has failed to comply with the supervised practice program so far as it relates to the requirement for supervision;

- (c) for a registration on probationary conditions mentioned in section 57(2)(a) — that the registrant has failed to complete, to the board's satisfaction, the supervised practice program within the period stated in section 57(2)(a)(ii);
- (d) for a registration on probationary conditions mentioned in section 57(2)(b) — that the registrant has failed to complete, to the board's satisfaction, the supervised practice program within the period decided by the board under section 57(2)(b)(ii);
- (e) for a registration on probationary conditions extended under section 98(1)(b)(ii) — that the registrant has failed to complete, to the board's satisfaction, the supervised practice program within the extended period.

### ***Psychologists Registration Regulation 2002***

#### **Section 47 Responsibilities of supervisors and assistant supervisors who supervise probationary registrants — Act, s 61**

A probationary registrant's supervisor or assistant supervisor must immediately notify the board if the supervisor or assistant supervisor reasonably considers the registrant may not be complying with this Act or this regulation.

### ***Health Practitioners (Professional Standards) Act 1999***

#### **Section 124 Grounds for disciplinary action**

- (1) Each of the following is a ground for disciplinary action against a registrant —
  - (a) the registrant has behaved in a way that constitutes unsatisfactory professional conduct;
  - (b) the registrant has failed to comply with a condition of practice imposed under this Act or the health practitioner registration Act under which the registrant is registered;
  - (c) the registrant has failed to comply with an undertaking entered into under this Act;
  - (d) the registrant has failed to comply with a lawful demand of a board, investigator, investigation committee, disciplinary committee, panel health assessment committee, inspector or the tribunal or another entity authorised to make the demand under this Act or a health practitioner registration Act;
  - (e) the registrant does not meet, or no longer meets, the criteria for registration under the health practitioner registration Act under which the registrant is registered;
  - (f) the registrant has failed to comply with a provision of this Act of the health practitioner registration Act under which the registrant is registered;
  - (g) the registrant has been convicted of an offence against an Act of the State, the Commonwealth or another State related to the practise of the registrant's profession, including, for example —
    - (i) a health practitioner registration Act or this Act; or
    - (ii) the *Health Act 1937*; or

- (iii) the *Fair Trading Act 1989*; or
  - (iv) the *Health Insurance Act 1973* (Cwlth);
  - (h) a finding has been made under the *Health Insurance Act 1973* (Cwlth) that the registrant engaged in inappropriate practice within the meaning of that Act;<sup>27</sup>
  - (i) the registrant has been convicted of an indictable offence.
- (2) Also, if a registrant is impaired the registrant's impairment is taken to be a ground for disciplinary action against the registrant.

### ***Health Practitioners (Professional Standards) Act 1999***

Definition of "unsatisfactory professional conduct" as per the *Schedule Dictionary*

"unsatisfactory professional conduct", for a registrant, includes the following —

- (a) professional conduct that is of a lesser standard than that which might reasonably be expected of the registrant by the public or the registrant's professional peers;
- (b) professional conduct that demonstrates incompetence, or a lack of adequate knowledge, skill, judgment or care, in the practise of the registrant's profession;
- (c) infamous conduct in a professional respect;
- (d) misconduct in a professional respect;
- (e) conduct discreditable to the registrant's profession;
- (f) providing a person with health services of a kind that are excessive, unnecessary or not reasonably required for the person's wellbeing;
- (g) influencing, or attempting to influence, the conduct of another registrant in a way that may compromise patient care;
- (h) fraudulent or dishonest behaviour in the practise of the registrant's profession;
- (i) other improper or unethical conduct.

**ASSESSMENT OF COMPETENCE FORM 1**

**KNOWLEDGE OF THE DISCIPLINE**

Please see over page for Supervisor's Declaration and guidelines on completing this Form.

**Probationary registrant:** \_\_\_\_\_ **Registration Number:** \_\_\_\_\_

<b>Target Problem or Topic</b>  Note that the chosen problem area does not need to include an intervention	<b>Relevant Core Subject Areas</b>  Refer to subject areas 1-6 (over page)	<b>Theories and Models relevant to the Target Problem or Topic</b>	<b>Method/s of Presentation for Assessment</b> e.g. written Case Study, literature review, oral presentation etc	<b>Target problem satisfactory?</b>  Supervisor's / Assistant supervisor's signature & date

If insufficient space, please attach further pages as required.

**SUPERVISOR'S DECLARATION**

Through completion of the assessment tasks in the Table overleaf, \_\_\_\_\_  
(*name of probationary registrant*), has demonstrated **sufficient competence in 'knowledge of the discipline'** as defined in **section 5** of the *Supervision Guidelines*, including demonstration of:

- satisfactory knowledge of: psychological theories and models; empirical evidence of the theories and models; and the major methods of psychological inquiry; and
- satisfactory application of professional knowledge – understanding of the interplay between the discipline and practice of psychology across a range of settings.

<b>&amp;/or</b>	<i>Supervisor (Pathway 1) (please print name)</i>	<i>Signature</i>	<i>Date</i>
	<i>Supervisor (Pathway 2) (please print name)</i>	<i>Signature</i>	<i>Date</i>

If a probationary registrant is following both Pathways for the Supervised Practice Program, both supervisors must sign the Declaration. If a supervisor chooses not to sign the declaration for this Competency (e.g. has not supervised the registrant for this Competency; insufficient knowledge of supervisee's practice in this competency area; etc), please state this below and include your reasons:

\_\_\_\_\_

\_\_\_\_\_

**GUIDELINES FOR ASSESSMENT OF COMPETENCE FORM 1**

In completing this Competency and the Table overleaf, the supervisor and probationary registrant should refer to **section 5.1** of the *Supervision Guidelines*.

The probationary registrant must present a brief analysis of **at least six** target problems or topics in psychology to their supervisor, outlining the key points of each analysis in the first three columns:

- 1. Target Problem or Topic** – Brief description
- 2. Relevant Core Subject Areas** – List the core subject area/s relevant to the target problem:
 

1. Social and organisational psychology;	4. Intercultural and indigenous psychology;
2. Lifespan and developmental psychology;	5. History of psychology and its theories;
3. Basic psychological processes (cognitive; perceptual; psychophysical and/or neuropsychological processes);	6. Abnormal psychology.

*Note that all six subject areas must be addressed over the six tasks.*
- 3. Theories and Models** – Briefly list the theories and models relevant to understanding and treating or addressing the target problem and/or relevant to developing a formulation of the target problem.
- 4. Method of Assessment** – How the target problem was presented to the supervisor.
  - must include at least **one written case study** and **one literature review**.
  - other methods may include: oral presentations, case discussions, etc.

The supervisor / assistant supervisor is to complete the last column for each assessment task.

- 5. Supervisor's Signature & Date** – Supervisor or assistant supervisor to sign and date the assessment task when they consider that the supervisee has satisfactorily completed all aspects of the task. In each assessment task the supervisee must demonstrate a sufficiently broad knowledge of theories and models from the core subject areas, relevant to the target problem, with reference to how these theories and models assist with investigating, describing, explaining, predicting, and modifying the target problem.

**EXAMPLE**

Target Problem	Relevant Core Subject Areas	Theories and Models relevant to the Target Problem	Method/s of Assessment	Target problem satisfactory?
Major Depressive Disorder in a 25 yr old male which has occurred in the context of a recent AIDS diagnosis with possible CNS involvement	1 Social psychology 2 Lifespan & developmental 3 Basic psychological processes (neuropsychological processes) 4 Abnormal psychology	1 Stress & coping theory (Lazarus&Folkamn 1984). 2 Erikson's (1980) adult developmental theory. 3 Heston &White's (1991) model for distinguishing depression from dementia. 4 Beck et al's (1979) cognitive theory of depression.	Initial oral case presentation.  Regular oral update of progress with client.  Case Study.	



**SUPERVISOR'S DECLARATION**

Through satisfactory selection, administration, interpretation, and reporting of the assessment tools listed in the Table overleaf, \_\_\_\_\_ (*name of probationary registrant*), has demonstrated sufficient competence in 'Psychological Assessment' as defined in **section 5.2** of the *Supervision Guidelines*, including sufficient competence in:

- test selection, administration, scoring and interpretive skills;
- interviewing skills;
- defining and specifying a problem and generating appropriate hypotheses from available data; and
- writing informed, succinct, valid and well organised reports.

	<i>Supervisor (Pathway 1) (please print name)</i>	<i>Signature</i>	<i>Date</i>
<b>&amp;/or</b>	<i>Supervisor (Pathway 2) (please print name)</i>	<i>Signature</i>	<i>Date</i>

If a probationary registrant is following both Pathways for the Supervised Practice Program, both supervisors must sign the Declaration. If a supervisor chooses not to sign the declaration for this Competency (e.g. has not supervised the registrant for this Competency, insufficient knowledge of supervisee's practice in this competency area, etc), please state this below and include your reasons:

**GUIDELINES FOR ASSESSMENT OF COMPETENCE FORM 2**

In completing this Competency and the Table overleaf, the supervisor and probationary registrant should refer to **section 5.2** of the *Supervision Guidelines* for detailed information and examples.

**Assessment Tool or Diagnostic System or Semi-structured Interview:** Write the name of the Assessment tool used. Ensure most recent versions and norms of tests are used.

Probationary registrants must demonstrate competence in the **three** areas of psychological assessment **A, B, and C** below, and in **at least two** of the remaining areas of psychological assessment **D, E, F, and G**:

- A. Conducting at least **one semi structured interview** for the purposes of psychological assessment.
- B. Administration and interpretation of at least **one adult individually administered test of intelligence**. The WAIS must be used for this category (unless the registrant has completed category G using the WISC, in which case the registrant may complete this category using the Stanford Binet V on an adult).
- C. Administration and interpretation of at least **one major standardised non-projective test of personality**.
- D. Administration and interpretation of at least **one standardised group test of intelligence**.
- E. Administration and interpretation of at least **two tests of specific functioning** other than intelligence or personality.
- F. Administration of at least **one major diagnostic system** used by the profession.
- G. Administration and interpretation of at least **one child individually administered test of intelligence**.

**Assessment Category:** Please list the category, **A to G** above, for the assessment tool used.

**Supervisor's Assessment:** In order for a supervisor to certify a probationary registrant has sufficient competence in an assessment tool (test/diagnostic system/structured interview), the supervisor must indicate (✓) he/she is satisfied the probationary registrant has demonstrated competence in the following:

**Selection:** Selection of the appropriate assessment tool. Demonstrated understanding of the applications and limitations of the test, and its psychometric and normative basis.

**Administration:** Correct administration and scoring of the assessment tool.

**Interpretation:** Satisfactory interpretation of the assessment results.

**Micro interviewing /micro counselling skills** (if appropriate to the assessment tool): Satisfactory micro interviewing/counselling skills in the assessment, including satisfactory interviewing and history taking.

**Problem definition and hypotheses generation** – Satisfactory definition and specification of the problem of interest from available data and generation of appropriate hypotheses.

**Report writing** – Production of an informed, succinct, valid and well organised report.

**Supervisor's Signature and Date:** The supervisor or assistant supervisor who supervised the probationary registrant on this assessment tool must sign and date these columns when he or she is satisfied that the probationary registrant has demonstrated sufficient competence in the assessment tool.

**ASSESSMENT OF COMPETENCE FORM 3**

**INTERVENTION STRATEGIES**

Please see over page for Supervisor's Declaration and guidelines on completing this Form.

Probationary registrant: \_\_\_\_\_ Registration Number: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Problem Situation and/or Target Behaviour	Psychological assessment used	Technique / methodology / therapeutic intervention	Nature of involvement of probationary registrant  (Therapist / Consultant / Trainer)	Outcome of intervention / changes implemented & method used to evaluate intervention	Intervention Plan	Identification of Stakeholders	Management of relationships with stakeholders, other professionals, & clients	Microcounselling skills	Method of assessment of task used by Supervisor.  Supervisor's signature & date  Note: supervisor must observe interventions for three problems
					Supervisor – please tick (✓) if satisfactory				

If insufficient space, please attach further pages as required.

**SUPERVISOR'S DECLARATION**

Through completion of the assessment tasks in the Table overleaf, \_\_\_\_\_ (name of probationary registrant), has demonstrated **sufficient competence in 'Intervention Strategies'** as defined in **section 5.3** of the *Supervision Guidelines*, including sufficient competence in:

- negotiating a treatment or service contract;
- designing, implementing and evaluating psychological interventions to achieve the best possible outcomes;
- a range of intervention skills; and
- micro counselling skills.

	<i>Supervisor (Pathway 1) (please print name)</i>	<i>Signature</i>	<i>Date</i>
<b>&amp;/or</b>	<i>Supervisor (Pathway 2) (please print name)</i>	<i>Signature</i>	<i>Date</i>

If a probationary registrant is following both Pathways for the Supervised Practice Program, both supervisors must sign the Declaration. If a supervisor chooses not to sign the declaration for this Competency (e.g. has not supervised the registrant for this Competency, insufficient knowledge of supervisee's practice in this competency area, etc), please state this below and include your reasons:

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**GUIDELINES FOR ASSESSMENT OF COMPETENCE FORM 3**

In completing this Competency and the Table overleaf, the supervisor and probationary registrant should refer to **section 5.3** of the *Supervision Guidelines*.

The probationary registrant must present the supervisor with a brief report of **at least six** Problem Situations in which they have intervened, using a range of different intervention techniques.

For each Problem Situation, **the probationary registrant** must complete columns 1 to 5 of the Table as follows:

1. **Problem Situation and/or Target Behaviour** – Brief description of key points.
2. **Psychological assessment/s used** to specify and define the problem situation or target behaviour.
3. **Intervention Technique / Methodology / Therapeutic intervention** used –description of key points.
4. **Nature of involvement of the probationary registrant** – Role of the probationary registrant in the intervention (as a Therapist / Consultant / Trainer etc).
5. **Outcome of the intervention** – Brief description of the outcome of the intervention including the changes implemented and the method used to evaluate the intervention.

**Supervisor's Assessment:** In order for a supervisor to certify a probationary registrant has demonstrated sufficient competence in an intervention presented in the Table overleaf, the supervisor must indicate (✓) in columns 6 to 9 that he/she is satisfied the probationary registrant has demonstrated competence in the following:

6. **Intervention Plan** – Supervisee has developed a satisfactory intervention plan or individualised treatment plan or has negotiated a satisfactory service contract for the problem situation.
7. **Identification of Stakeholders** – Supervisee has identified the key stakeholders in the intervention and included these stakeholders at appropriate stages of the intervention.
8. **Management of relationships** – Supervisee has satisfactorily managed relationships with the client and stakeholders and has demonstrated competence in clarifying concerns, sensitively negotiating responsibilities for action and working collaboratively with others to develop strategies for change.
9. **Micro counselling skills** – Supervisee has demonstrated satisfactory interviewing and micro counselling skills. In order for the supervisor to assess the supervisee's micro-counselling or interviewing skills in implementing interventions the supervisor must observe (directly or by videotape or audiotape) the supervisee's intervention with clients in at least three of the Problem Situations.
10. **Method of Assessment, Signature and Date** – Brief description of the method/s of assessment used by the supervisor to assess the supervisee's intervention strategies and skills for each Problem Situation presented, (e.g. brief summary of an intervention, case study, project report, evaluation report, direct observation of aspects of the intervention, discussions with project clients or stakeholders). The supervisor must sign and date this column when satisfied that the supervisee has demonstrated competence in the intervention.

**ASSESSMENT OF COMPETENCE FORM 4**

**RESEARCH AND EVALUATION**

Please see over page for Supervisor's Declaration and guidelines on completing this Form.

Probationary registrant: \_\_\_\_\_ Registration Number: \_\_\_\_\_

1	2	3	4	5	6	7	8	9
<b>Topic of Literature Search / Evaluation Report</b>	<b>Problem definition</b>	<b>Literature search</b>	<b>Data collection</b>	<b>Data analysis</b>	<b>Data interpretation</b>	<b>Report</b>	<b>Oral communication of findings</b>	<b>Supervisor's / assistant supervisor's signature &amp; date</b>
Supervisor – please tick (✓) if satisfactory. (write N/A if not applicable)								
<p><b>A. Literature search</b></p> <p>Include a brief summary of the topic area and the main findings and specify the data base/s used.</p>								
<p><b>B. Evaluation</b></p> <p>Include a brief summary of the topic area, the method used (e.g. survey, questionnaire, interviews) and the main findings.</p>								

- A** The literature search must specify the database/s used, and include an evaluative summary.
- B** The program evaluation or evaluation of psychological practice should be prepared in APA format (maximum length of 12 A4 pages, double spaced, 12 pt font).

**SUPERVISOR'S DECLARATION**

Through completion of the assessment tasks in the Table overleaf, \_\_\_\_\_  
(*name of probationary registrant*), has demonstrated **sufficient competence in 'Research and Evaluation'** as defined in **section 5.4** of the *Supervision Guidelines*, including sufficient competence in:

- problem definition;
- literature search;
- data collection;
- data analysis;
- data interpretation;
- communication of findings (oral and written).

	<i>Supervisor (Pathway 1) (please print name)</i>	<i>Signature</i>	<i>Date</i>
<b>&amp;/or</b>	<i>Supervisor (Pathway 2) (please print name)</i>	<i>Signature</i>	<i>Date</i>

If a probationary registrant is following both Pathways for the Supervised Practice Program, both supervisors must sign the Declaration. If a supervisor chooses not to sign the declaration for this Competency (e.g. has not supervised the registrant for this Competency, insufficient knowledge of supervisee's practice in this competency area, etc), please state this below and include your reasons:

**GUIDELINES FOR ASSESSMENT OF COMPETENCE FORM 4**

In completing this Competency and the Table overleaf, the supervisor and probationary registrant should refer to **section 5.4** of the *Supervision Guidelines*.

The probationary registrant must present the supervisor with **at least one literature search** and **at least one report of an evaluation**, either of a program or of a psychological practice or intervention:

1. The probationary registrant must complete column 1 for the literature search and the evaluation undertaken providing brief details of the information required under each heading (refer to previous page).

**Supervisor's Assessment:** In order for a supervisor to certify that the probationary registrant has demonstrated sufficient competence in the literature search or evaluation presented in the Table, the supervisor must indicate (✓) in the relevant Columns 2 to 8 that he or she is satisfied that the registrant has demonstrated competence in the following:

2. **Problem definition:** Problem researched and/or evaluated is clearly and accurately defined. Psychological parameters of the problem are clearly defined.
3. **Literature search:** Appropriate literature searches conducted using relevant search terms, data base/s and other resources (e.g. review articles, catalogues).
4. **Data Collection:** Systematic data collection. Appropriate selection and use of relevant scientific methods and procedures for obtaining the data required.
5. **Data analysis:** Analyses of data are appropriate to the type of data collected and research questions and/or evaluation aims. Appropriate qualitative and/or quantitative analyses at the descriptive and inferential levels. Clear explication of results of analyses.
6. **Data interpretation:** Data and/or results are interpreted with consideration of the limitations of the methodology employed.
7. **Report:** Written report summarizing the literature search or evaluation addresses the above mentioned areas (2 to 6) in an organised and coherent manner.
8. **Oral communication of findings:** Clear, succinct, well organised oral summary of key findings presented to an appropriate audience.
9. **Signature and Date:** The supervisor must sign and date this column when he or she is satisfied that the supervisee has demonstrated competence in the literature search or evaluation.

**ASSESSMENT OF COMPETENCE FORM 5**

**COMMUNICATION**

Please see over page for Supervisor's Declaration and guidelines on completing this Form.

Probationary registrant: \_\_\_\_\_ Registration Number: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11
Situation or Task	Personal presentation	Rapport building	Clarity	Accuracy	Coherence	Succinctness	Appropriate style	Well organised	Method/s of Assessment Used	Supervisor's signature and date
	Supervisor – please tick (✓) if satisfactory									
<b>A. Oral Communication Skills</b>										
Client (individual)										
Client/s (two or more)										
Other professionals										
Organisation/Agency/Employer										
Audience or small group										
<b>B. Written Communication Skills – 12 examples</b>										

If insufficient space, please attach further pages as required.

**SUPERVISOR'S DECLARATION**

Through completion of the assessment tasks in the Table overleaf, \_\_\_\_\_  
(*name of probationary registrant*), has demonstrated **sufficient competence in 'Communication'** as defined in **section 5.5** of the *Supervision Guidelines*, including sufficient competence in:

- establishing rapport with clients;
- oral communication skills;
- writing informed, succinct, accurate and well organised reports and other documents; and
- communicating information gained from an assessment, intervention or evaluation to all relevant persons.

Supervisor (Pathway 1) (please print name)	Signature	Date
<b>&amp;/or</b>		
Supervisor (Pathway 2) (please print name)	Signature	Date

If a probationary registrant is following both Pathways for the Supervised Practice Program, both supervisors must sign the Declaration. If a supervisor chooses not to sign the declaration for this Competency (e.g. has not supervised the registrant for this Competency, insufficient knowledge of supervisee's practice in this competency area, etc), please state this below and include your reasons:

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**GUIDELINES FOR ASSESSMENT OF COMPETENCE FORM 5**

In completing this Competency and the Table overleaf, the supervisor and probationary registrant should refer to **section 5.5** of the *Supervision Guidelines*.

In order to determine competence in **oral communication** the supervisor must assess the probationary registrant's communication skills, **on at least one occasion**, with each of the following:

- client/s – preferably with clients on both an individual basis and with groups of two or more clients.
- other professionals involved in interventions with the probationary registrant.
- an organisation, agency, or employer.
- an audience or group.

In order to determine competence in **written communication skills** the supervisor must view **at least 12** examples of reports or other documents, written by the probationary registrant for a variety of contexts. These examples could include letters, reports and other documentation presented to the supervisor for assessment under Competencies 1 to 4. The columns in the Table overleaf must be completed as follows:

**1. Assessment Situation or Task** – The probationary registrant must complete column 1 providing brief details of the situation for oral communication skills (e.g. intervention with individual client; assessment interview of family members; case presentation at Team Meeting; conducting a Parenting Course; Focus Group for an evaluation; progress update of an intervention to an employer or Steering Committee; presentation at a seminar; etc.). For written communication skills, the probationary registrant must state the nature of the task (e.g. report of a psychological assessment, intervention, research or evaluation; case notes; correspondence; intervention plan), and the context of the task (e.g. GP referral, forensic context, medico-legal context, work-related or organisational context).

**Supervisor's Assessment:** In order for a supervisor to certify that the probationary registrant has demonstrated sufficient competence in communication in the situation or task presented in the Table overleaf, the supervisor must indicate (✓) in columns 2 to 9 for oral communication situations, and columns 4 to 9 for written communication tasks that he/she is satisfied that the probationary registrant has demonstrated:

2. appropriate and professional personal presentation (oral communication situations only).
3. competent rapport building skills (oral communication situations only).
4. clear communication. 5. accurate communication. 6. coherent communication. 7. succinct communication.
8. appropriate style of communication for the intended audience. 9. well organised communication.
10. Method/s of Assessment Used (oral communication situations only)  
(e.g. direct observation of supervisee's communication with client/s; discussions with supervisee's line manager, employer, or agency etc).
11. Signature and Date – The supervisor or assistant supervisor must sign and date this column when satisfied that the supervisee has demonstrated competence in the communication situation or task presented.

**ASSESSMENT OF COMPETENCE FORM 6****ETHICAL, LEGAL, AND PROFESSIONAL MATTERS**

**Probationary registrant:** \_\_\_\_\_ **Registration Number:** \_\_\_\_\_

In completing this Competency and this Form, the supervisor and probationary registrant should refer to **section 5.6** of the *Supervision Guidelines*.

The Supervisor must complete the ratings for each of points 1 to 7 below, sign and date each rating and complete the Declaration of Competence overleaf.

**1. Ethical and professional behaviour**

**Supervisor – please tick (✓) each issue below if the probationary registrant's understanding of, and competence in, managing ethical dilemmas with regard to the issue are satisfactory.**

Philosophical basis of professional responsibility		Service needs of vulnerable groups in society	
Confidentiality and privacy issues & duty of care		Role and cultural issues	
Consent issues		Gender and sexuality issues	
Boundary issues		Advertising and public statements	
Sexual propriety		Registration issues	
Limits of professional competence		The ethical and legal implications of administrative and record keeping procedures	
Psycho legal issues			
The propriety of relationships amongst Psychologists, and between Psychologists and other professionals, employers, and clients		Mechanisms for the resolution of conflict between Psychologists and professional colleagues, employers or clients.	

**2. Code of Ethics**

The probationary registrant demonstrates a sound knowledge of the Australian Psychological Society (APS) Code of Ethics. (The Board endorses the Code of Ethics and Ethical Guidelines of the APS. The Board is guided by, though not limited to, the APS Code of Ethics and Ethical Guidelines when assessing the professional conduct of registrants.)

**Yes**  **No**  *Please tick (✓)* Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**3. Knowledge of the legal requirements of the practice of the profession in Queensland**

The probationary registrant can summarise the main provisions of the *Psychologists Registration Act 2001*, the *Psychologists Registration Regulation 2002*, the *Health Practitioners (Professional Standards) Act 1999*, and other legislation relevant to the probationary registrant's area of practice (e.g. Mental Health Act, Privacy Legislation, Freedom of Information Legislation, etc).

**Yes**  **No**  *Please tick (✓)* Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**4. Independently managing professional affairs**

The probationary registrant independently and effectively manages their professional affairs, including working effectively in a responsible and autonomous way with minimal direction and instruction.

**Yes**  **No**  *Please tick (✓)* Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**5. Clarifying and negotiating the role and responsibilities of a Psychologist**

The probationary registrant is competent in clarifying and negotiating their role and responsibilities, in consultation with other members of a team.

Yes  No  Please tick (✓) Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**6. Record keeping**

The probationary registrant demonstrates knowledge of the ethical and legal implications of administrative and record keeping procedures, including the ethical basis of confidentiality of records and the rights of clients to information about themselves. The probationary registrant understands administrative procedures in the context of the protection of the interests of clients, professionals, agencies, and the community.

Yes  No  Please tick (✓) Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**7. Professional development and continuing education in the profession**

The probationary registrant demonstrates knowledge of resources for the development and maintenance of psychological skills including test libraries, professional bodies and post graduate training facilities. The probationary registrant has developed strategies for ongoing professional development and continuing education in the profession following completion of the Supervised Practice Program.

Yes  No  Please tick (✓) Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERVISOR'S DECLARATION**

\_\_\_\_\_ (name of probationary registrant), has demonstrated **sufficient competence in 'Ethical, Legal and Professional Matters'** as defined in section 5.6 of the *Supervision Guidelines*, including sufficient competence in:

- ethical and professional behaviour and knowledge of the APS Code of Ethics;
- knowledge of the legal requirements of the practice of the profession in Queensland;
- independently managing their professional affairs;
- clarifying and negotiating the role and responsibilities of a Psychologist in consultation with other members of a team;
- record keeping, including demonstrated knowledge of the ethical and legal implications of administrative and record keeping procedures; and
- developing and implementing strategies for continuing education and development in the profession.

<b>&amp;/or</b>	Supervisor (Pathway 1) (please print name)	Signature	Date
	Supervisor (Pathway 2) (please print name)	Signature	Date

If a probationary registrant is following both Pathways for the Supervised Practice Program, both supervisors must sign the Declaration. If a supervisor chooses not to sign the declaration for this Competency (e.g. has not supervised the registrant for this Competency, insufficient knowledge of supervisee's practice in this competency area, etc), please state this below and include your reasons:

**COMPETENCY COMPLETION CHECKLIST**

Please use this checklist prior to applying for a review of your probationary conditions and submitting Assessment of Competency Forms 1 – 6 to the Board

**Competency 1 – Knowledge of the Discipline**

1. Have you provided an analysis of at least six target problems to your supervisor? Yes / No
2. Are all six core subject areas covered by the target problems you have presented? Yes / No
3. Have you included at least one target problem which was presented to your supervisor in the form of a written case study? Yes / No
4. Have you included at least one other target problem presented to your supervisor in the form of a literature review? Yes / No

**Competency 2 – Psychological Assessment**

1. Have you completed sections A, B, and C? Yes / No
2. Have you completed two of sections D, E, F, and G? Yes / No
3. Has your supervisor ticked “satisfactory” in all of the relevant areas required for each category? Yes / No

**Competency 3 – Intervention Strategies**

1. Have you provided a report of at least six problem situations using a range of different intervention techniques? Yes / No
2. Under “Method of Assessment Used” have at least three of the target interventions been observed directly by your supervisor or via a videotape or audiotape? Yes / No

**Competency 4 – Research and Evaluation**

1. Have you completed at least one Literature Search? Yes / No
2. Have you completed at least one report of an Evaluation you have undertaken? Yes / No
3. Have you included a brief summary of the Literature Search (including the database/s used) and the Evaluation on your H Form? Yes / No

**Competency 5 – Communication**

1. Has your supervisor ticked “satisfactory” in all relevant areas? Yes / No
2. Have you indicated that you have submitted at least 12 examples of written communication to your supervisor for assessment? Yes / No

**Competency 6 – Ethical, Legal and Professional Matters**

1. Have each of the ethical issues in Task 1 been ticked by your supervisor to show that the issue has been addressed in supervision? Yes / No
2. Have you demonstrated an understanding of each of the areas outlined in the Competency 6 Form? Yes / No

## GUIDELINES FOR A SUPERVISION PROPOSAL

### PROBATIONARY REGISTRANTS CHANGING PATHWAYS AND/OR SUPERVISORS

A Supervision Proposal provides the Board with basic essential information about a probationary registrant's Supervised Practice Program. It is used by an applicant for general registration with probationary conditions (refer to the Board's *Registration Kit*) to advise the Board how the applicant intends to meet the requirements of the Supervised Practice Program. A Supervision Proposal is also the Board's approved form for probationary registrants to use when nominating a new supervisor to the Board and/or when advising the Board of a change in Pathways or an additional Pathway for undertaking the Supervised Practice Program.

#### Who should submit Supervision Proposal 1?

- New applicants for probationary registration who intend to meet the requirements of the Supervised Practice Program through undertaking **Pathway 1**.

**Note:** This includes applicants undertaking research postgraduate programs in psychology.

- Probationary registrants undertaking **Pathway 1** and nominating a new supervisor to the Board.
- Student probationary registrants undertaking Pathway 2, who intend to undertake practice of the profession external to and independent of their approved university program, must submit Supervision Proposal 1 for approval prior to commencing this practice. These probationary registrants are considered by the Board to be following **both Pathways**.

**Note:** the Board will provide credit for any elements of the Supervised Practice Program completed as part of the probationary registrant's coursework postgraduate program as well as under Pathway 1. Probationary registrants following both Pathways must have a Supervised Practice Plan with each supervisor. Refer to **section 2.5** of the *Supervision Guidelines*.

- Probationary registrants undertaking Pathway 2 who cease their enrolment in their approved course, and wish to continue their Supervised Practice Program under Pathway 1.

#### Who should submit Supervision Proposal 2?

- New applicants for probationary registration who intend to meet the requirements of the Supervised Practice Program through undertaking **Pathway 2**.  
i.e. by enrolling in a coursework postgraduate program in psychology approved by the Board as a pathway for undertaking the Supervised Practice Program.

- Probationary registrants undertaking Pathway 1 who cease practice under this Pathway and enrol in a Board approved coursework postgraduate program in psychology are considered to have **changed to Pathway 2** and must submit Supervision Proposal 2.

**Note:** the Board will retain a record of, and provide credit for, any elements of the Supervised Practice Program completed by the probationary registrant under the previous Pathway.

The minimum requirements for a Supervision Proposal are provided below. Applicants for registration and probationary registrants should always submit the **original** of their Supervision Proposal and keep a copy for their own records, to assist them in drawing up their Supervised Practice Plan.

**Supervision Proposal 1** must be signed by the applicant / probationary registrant and the proposed supervisor.

**Supervision Proposal 2** must be signed by the applicant / probationary registrant only.

## Supervision Proposal 1

**1. Name of applicant / probationary registrant.**

**2. Name of Supervisor.**

**Note:** the supervisor must be chosen from the *List of Approved Supervisors* published on the Board's website.

**3. Location/s of supervised practice.**

Ensure that the location/s for your proposed practice of the profession comply with the requirements of section 3 of the *Supervision Guidelines* and the Board's policy on *Approved Workplace Practice Settings for the Supervised Practice Program* available at Appendix B of the *Supervision Guidelines* and on the Board's website under "Publications".

**4. Content of proposed supervised practice at each location.**

- Attach a position description for each location, as required in the Board's policy on *Approved Workplace Practice Settings for Supervised Practice Program*.
- Give details of the nature of the work (paid or voluntary) you will be undertaking including the client group/s targeted and the nature of anticipated client contact.

**5. Hours of supervised practice to be undertaken at each location.**

e.g. full-time professional psychological practice, 38 hours per week;  
part-time professional psychological practice, 15 hours per week.

**6. Location/s of supervision.**

- Provide address and contact details for these location/s.
- Provide details on how your proposed supervision arrangements and the location/s where you will be undertaking supervision (eg onsite or offsite) comply with the requirements of section 4 of the *Supervision Guidelines* and the Board's policy on *Approved Workplace Practice Settings*, available at Appendix B.
- In order for your proposed workplace to be approved you may need to appoint an on-site assistant supervisor and/or give the name and contact details of your line manager for this position if this person is not going to be an assistant supervisor. Refer to section 8.2 of the *Supervision Guidelines* and Form A(i) for information on appointing an assistant supervisor.

**7. Proposed methods of supervision and proposed hours to be undertaken by each method.**

- e.g. meet with supervisor for two hours of individual face-to-face supervision per fortnight, plus two hours per month of group supervision with assistant supervisor.
- Refer to section 4.4 of the *Supervision Guidelines* for the required frequency with which you must have supervision.
- Refer to section 4.2 of the *Supervision Guidelines* for the approved methods of supervision and for the information you must provide in order to request approval for supervision via an alternative means.

**8. Competencies of the Supervised Practice Program.**

Under each of the Competency headings below, provide information on how you intend to address the tasks of each Competency through your professional psychological practice at the location/s stated above, formal supervision consultations and participation in professional development activities. To complete this section you must refer to **section 5** of the *Supervision Guidelines* for the requirements for:

- training in the Competency;
- skills and knowledge required to have 'sufficient competence' in the Competency; and
- assessments to be completed by the probationary registrant in order to demonstrate competence.

It is useful to present this information for each of the Competencies in a table or columns.

- a. Knowledge of the Discipline
- b. Psychological Assessment
- c. Intervention Strategies
- d. Research and Evaluation
- e. Communication
- f. Ethical, Legal and Professional Matters

**Note:** When completing this section do not simply copy the information presented under each Competency in **section 5**. You should think through how the activities you will be undertaking in your practice at the locations above, the client groups targeted etc, will allow you to address the requirements of each Competency. You may state in your Proposal that certain tasks may need to be met through the appointment of an assistant supervisor or changing your location of practice (or adding another location) later in your Program.

**9. Date of commencement of Supervised Practice Program.**

may be no earlier than date of registration / date of commencement with this supervisor.

**10. Acknowledgement by probationary registrant:**

*I agree to have in place, within 28 days of being registered or of changing my nominated supervisor, a Supervised Practice Plan drawn up in accordance with the requirements of the Act and the Regulation and with the policies of the Board (as described in the "Supervision Guidelines"). I will practise the profession only in accordance with the requirements of the Board's Supervised Practice Program as prescribed by the Act and the Regulation and outlined in the "Supervision Guidelines".*

*I will not contravene the probationary conditions imposed on my general registration under the Act.*

Signature of applicant / probationary registrant

Date of signature

**11. Acknowledgement by supervisor:**

*I have been granted approval by the Board to supervise probationary registrants undertaking the Supervised Practice Program. In my role as a supervisor I will abide by the requirements of the Australian Psychological Society (APS) Code of Ethics. (The Code may be accessed through the Board's website under "Publications").*

*I agree to be the supervisor for \_\_\_\_\_ (name of applicant) for the Board's Supervised Practice Program. I have read section 8 of the "Supervision Guidelines" and agree to abide by the requirements for supervisors as prescribed by the Act and the Regulation and outlined in section 8 of the "Supervision Guidelines".*

Signature of supervisor

Date of signature

## Supervision Proposal 2

Applicants for general registration with probationary conditions who are enrolled in a two year minimum full-time (or equivalent part-time) coursework Masters, coursework professional Doctorate, or coursework PhD program in psychology approved by the Board as a pathway for undertaking the Supervised Practice Program, must provide the following information:

1. Name of applicant / probationary registrant.
2. University where enrolled.
3. Name of course.
4. Status of enrolment (full time or part time).
5. Date of commencement of enrolment.
6. Nominated supervisor for course (if known).

The university will nominate a supervisor for the course (*e.g. the Coordinator / Director of the postgraduate program; the Practicum Coordinator for the program, etc*), who meets the Board's requirements for an approved supervisor.

7. Acknowledgement by probationary registrant.

*I agree to have in place, within 28 days of being registered or of changing my nominated supervisor, a Supervised Practice Plan drawn up in accordance with the requirements of the Act and the Regulation and with the policies of the Board, (as described in the "Supervision Guidelines").*

*I will practise the profession only in accordance with the requirements of the Board's Supervised Practice Program as prescribed in the Act and the Regulation and described in the 'Supervision Guidelines'. I will not contravene the probationary conditions imposed on my general registration under the Act.*

*I acknowledge that my practice of the profession is limited only to practice undertaken as part of the Course nominated in 3. above, (coursework, practicums and research), for which the university takes responsibility for my supervision. I acknowledge that I must submit Supervision Proposal 1, with a Board approved supervisor, to the Board for approval prior to undertaking any practice of the profession external to and independent of the Course nominated in 3. above.*

Signature of applicant / probationary registrant

Date of signature

8. Attachment

### **Confirmation of enrolment or offer of a place in a postgraduate coursework program**

The applicant must attach to this Supervision Proposal a statement from the university (original or certified copy) confirming that the student is enrolled in the nominated course, or confirming that the student will be admitted to the nominated course subject to approval of registration by the Board.

## APPLICATION FOR THE REVIEW OF PROBATIONARY CONDITIONS

I, \_\_\_\_\_ (full name), \_\_\_\_\_ (registration number), currently hold general registration with probationary conditions as a Psychologist-in-training in Queensland and, in accordance with section 95 of the *Psychologists Registration Act 2001*, I **hereby notify the Psychologists Board that I have completed the Supervised Practice Program** for probationary registrants (or partial Supervised Practice Program if applicable).

I apply to the Board for a review of the probationary conditions of my general registration, and **submit the following:**

- Application fee:** \$218.00 (as at 30 April 2009)

**Note:** Fees change annually without notice. Please check with the Board for the current Application fee:

- Application fees may be paid by cheque, credit card (*see over page*), or paid in person at the Office of the Board (Eftpos is available at the Office).
- Do **not** post cash.

- Assessment of Competence Forms H(i) – (vi)**, with the declarations signed by my supervisor and/or course supervisor confirming that I have attained 'sufficient competence' in the core Competencies of the Supervised Practice Program. (Please submit originals.)

- A final Supervised Practice Progress Report**, confirming completion of the supervised practice and supervision requirements for the Supervised Practice Program (or partial Program).

**Note:** there are two approved forms for the Final Supervised Practice Progress Report:

- **Form J(F1)** for Pathway 1 probationary registrants undertaking supervised practice of the profession approved by the Board; and
- **Form J(F2)** for Pathway 2 student probationary registrants undertaking approved coursework postgraduate training in psychology.
- Applicants following **both Pathways** must submit a **Progress Report for each Pathway**.

Please tick the box below which applies to the Supervised Practice Program you have undertaken. (tick ONE box only)

### PATHWAY 1

- I have undertaken the Supervised Practice Program through Pathway 1, **and attach:**
- ◆ Final Supervised Practice Progress Report (**Form J(F1)**).

OR

### PATHWAY 2 (Student probationary registrants)

- I have **completed** an approved coursework Masters or Professional Doctorate or coursework PhD program in psychology (**Note:** All requirements for the degree, including the thesis, must be completed and marked as satisfactory), **and attach:**

- ◆ Final Supervised Practice Progress Report (**Form J(F2)**);
- ◆ a current original Academic Record; and
- ◆ a certified copy of my degree certificate.

(Draw a line through this statement if your degree certificate has not yet been awarded. Please submit a certified copy of your degree certificate as soon as you receive it. The Board will upgrade your qualifications on the Register on receipt of the degree certificate.)

OR

- I am **enrolled in** an approved coursework PhD program in psychology; I have completed all coursework and practicum components of the corresponding coursework Masters level program in the same specialty; my PhD research confirmation document has been accepted by the university, **and attach:**
  - ◆ Final Supervised Practice Progress Report (**Form J(F2)**); and
  - ◆ a current original Academic Record.

OR

- I am **enrolled in** an approved coursework Professional Doctorate program (e.g. DPpsych) in psychology; I have completed the part of my program approved by the Board as required for completion of the Supervised Practice Program; *(Please refer to Form J(F2) and section 10.1 of the "Supervision Guidelines" for the Board's policy on eligibility of students enrolled in coursework Professional Doctorate programs to apply for review of probationary conditions)*; **and attach:**
  - ◆ Final Supervised Practice Progress Report (**Form J(F2)**); and
  - ◆ a current original Academic Record.

OR

**COMBINATION OF PATHWAY 1 & PATHWAY 2**

- I am enrolled in, or have completed, an approved coursework postgraduate program in psychology; **AND** I am currently practising or have practised the profession under supervision, external to and independent of my university program, in accordance with a Pathway 1 Supervision Proposal approved by the Board; **and attach:**
  - ◆ Final Supervised Practice Progress Report (**Form J(F1)**);
  - ◆ Final Supervised Practice Progress Report (**Form J(F2)**) (completed as appropriate to confirm my eligibility to apply for review of my probationary conditions); **OR** a certified copy of my postgraduate degree certificate; and
  - ◆ a current original Academic Record.

Signature: \_\_\_\_\_  
*Probationary registrant*

Date: \_\_\_\_\_

<b>CREDIT CARD PAYMENTS</b>	<b>DO NOT DETACH</b>
To assist with processing, please include a <u>daytime</u> telephone number: _____	
For this payment to be accepted, you must complete <u>all sections</u> below.	
The following Credit Cards <b>ONLY</b> are accepted – please tick the relevant box:	
VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>
BANKCARD <input type="checkbox"/>	
CARD NUMBER _____	
EXPIRY DATE: <input style="width: 150px; height: 20px;" type="text"/>	CARD HOLDER'S NAME: <input style="width: 150px; height: 20px;" type="text"/>
CARD HOLDER'S SIGNATURE: <input style="width: 200px; height: 20px;" type="text"/>	(print) AMOUNT: <input style="width: 80px; height: 20px; text-align: center;" type="text" value="\$218.00"/>

**FINAL SUPERVISED PRACTICE PROGRESS REPORT**

FOR PROBATIONARY REGISTRANTS FOLLOWING PATHWAY 1  
AT TIME OF APPLICATION FOR REVIEW OF PROBATIONARY CONDITIONS

**1. Probationary Registrant:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**2. Supervisor:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**3. Period to which Final Progress Report relates:**

(From date of last Progress Report)

From \_\_\_\_/\_\_\_\_/\_\_\_\_

To \_\_\_\_/\_\_\_\_/\_\_\_\_

**4. Professional Practice:** *(Summary of Records of Practice for this supervision period)*

**Venue/s for professional practice**

– include address & usual hours of practice at **each** venue, e.g. 16 hrs per week

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nature of practice** – brief summary of type of practice undertaken at **each** venue

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total hours of applied professional practice completed this supervision period:** \_\_\_\_\_

**Total hours of teaching and/or research practice completed this supervision period:** \_\_\_\_\_

**5. Supervision:** *(Summary of Records of Supervision for this supervision period)*

**Supervision Hours** – include total consultation hours with supervisor **and** any assistant supervisors

**Alternate methods of supervision**  
*(only if approved by Board)*

Individual supervision, in person: \_\_\_\_\_ Individual, via videoconference: \_\_\_\_\_

Group supervision, in person: \_\_\_\_\_ Group, via videoconference: \_\_\_\_\_

Direct observation of supervisee’s practice: \_\_\_\_\_ Other *(please specify)*: \_\_\_\_\_  
*do not include direct observation in hours of individual, group, or alternate methods of supervision*

**Total hours of supervision consultations completed this supervision period:** \_\_\_\_\_  
*Add hours of individual, group, direct observation, and all alternate methods*

**Total hours of professional development activities completed this supervision period:** \_\_\_\_\_

**Assistant supervisors** – if applicable, specify hours, **included** in above totals, undertaken with any approved assistant supervisors

Name: \_\_\_\_\_ Hours: \_\_\_\_\_

Name: \_\_\_\_\_ Hours: \_\_\_\_\_

**6. Supervisee’s comments on progress on the Supervised Practice Program:**  
*(Include comments on progress towards the goals outlined in your Supervised Practice Plan, deviations from and/or amendments to your Plan and any other relevant matters which should be brought to the attention of the Board)*

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**7. Supervisor’s Comments:**  
*(General comments on the probationary registrant’s: progress on the Supervised Practice Program; attitude to supervision and training; compliance with the record keeping requirements, outstanding achievements; limitations identified; problematic areas in supervision etc)*

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**DECLARATION**

I, \_\_\_\_\_ (Supervisor’s name), have sighted and signed the Records of Supervision and the Records of Practice of the above probationary registrant and agree that the probationary registrant has completed the hours detailed above. I consider that the progress made by the probationary registrant during this period of supervision has been:

Satisfactory       Unsatisfactory       Please tick (✓)

**and I:**

Recommend       Do not recommend       Please tick (✓)

that the probationary conditions be removed from this probationary registrant’s general registration.

(If you have ticked ‘unsatisfactory’ or ‘do not recommend’ above, please give your reasons, attaching a separate page if necessary)

Signature \_\_\_\_\_  
*Supervisor*

Signature \_\_\_\_\_  
*Probationary Registrant*

Date \_\_\_\_\_

Date \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

**FINAL SUPERVISED PRACTICE PROGRESS REPORT****FOR STUDENT PROBATIONARY REGISTRANTS FOLLOWING PATHWAY 2****1. Student Probationary Registrant:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**2. University:** \_\_\_\_\_**3. Course Supervisor:**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**4. Name and position of person completing this form: (if not the course supervisor as above)**

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Position: \_\_\_\_\_

*(e.g. Head of Psychology School / Dept, Director of student's postgraduate program, etc)*

**Please tick and complete ONE of the following statements, 5A to 5E, relevant to this student.**

**5A**  I confirm that the student named above has completed all requirements (i.e. all coursework and practicums and thesis marked as 'satisfactory') for the following coursework postgraduate program in psychology \_\_\_\_\_ and is eligible for the degree to be awarded.

**OR**

**5B**  I confirm that the student named above, who is enrolled in the **coursework PhD program** in \_\_\_\_\_ (name of specialty e.g. clinical, organisational, etc) psychology has completed all coursework and practicum requirements of the corresponding Masters level program in the same specialty and their PhD research confirmation document has been accepted by the university.

**OR**

**5C**  I confirm that the student named above, who is enrolled in the **professional Doctorate program** in \_\_\_\_\_ (name of specialty e.g. forensic, educational, etc) psychology, has completed all coursework and practicum requirements of the corresponding Masters level program in the same specialty and, as part of their Doctoral research, has completed the equivalent of the thesis requirement for the corresponding Masters level program.

*(see over page for options 5D and 5E)*

**Note: Please sign and date the declaration overleaf**

OR

- 5D  I confirm that the student named above, who is enrolled in the **professional Doctorate program** in \_\_\_\_\_ (*name of specialty e.g. sport, health, etc*) psychology, has completed all coursework and practicum requirements of their professional Doctorate program. I have sighted and signed the student's Records of Practice and Records of Supervision, and confirm they have completed a minimum of 1600 hours practice of the profession and a minimum of 100 hours of supervision consultations, (of which 60 hours must be individual and up to 40 hours may be group supervision), as part of their professional Doctorate coursework, practicum, and research requirements.

OR

Option 5E would apply for a student probationary registrant who may be following Pathway 1, (undertaking practice of the profession external to and independent of their university program with an external supervisor), **as well as** their postgraduate coursework program, or for a student probationary registrant who may be required to complete only a partial Supervised Practice Program. The aim of this option is to clarify for the Board the components of the Supervised Practice Program the probationary registrant has completed as part of their postgraduate studies. The probationary registrant will also be required to submit an Academic Record to the Board.

- 5E  I confirm that the student named above has **partially completed the requirements** for the \_\_\_\_\_ (*name of coursework postgraduate program in psychology*). I have sighted and signed the student's Records of Practice and Records of Supervision, and confirm that, as part of the coursework, practicum and research requirements of their program, they have completed:
- \_\_\_\_\_ hours applied practice of the profession (*including client contact and client-related activities*).
- \_\_\_\_\_ hours teaching and/or research practice; and
- \_\_\_\_\_ hours of supervision consultations, including:
- \_\_\_\_\_ hours individual supervision, and
- \_\_\_\_\_ hours group supervision.

**DECLARATION**

*I consider that the progress made by the above named student probationary registrant during the Supervised Practice Program has been:*

Satisfactory       Unsatisfactory       Please tick (✓)

**and I:**

Recommend       Do not recommend       Please tick (✓)

*that the probationary conditions be removed from this probationary registrant's general registration.*

(If you have ticked 'unsatisfactory' or 'do not recommend' above, please give your reasons, attaching a separate page if necessary)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_