



UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training Supervision Policy for Trainees

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1. The Principle and Purpose of Clinical Supervision

Clinical supervision is a mandatory and foundational component of ethical and competent therapeutic practice. It is a formal, collaborative process where a trainee therapist reviews their clinical work with a more experienced, qualified professional to ensure the quality of their practice and to enhance their professional and personal development.

UK Therapy Guild Ltd is committed to ensuring that all trainees are properly supported, monitored, and guided from the moment they begin working with practice clients. The primary purpose of supervision is to:

- **Protect Clients:** Ensure that all client work is safe, ethical, and effective.
- **Support the Trainee:** Provide a supportive space to explore clinical challenges, develop skills, manage personal responses to the work, and prevent burnout.
- **Uphold Professional Standards:** Ensure that the trainee's practice is aligned with the **BACP Ethical Framework** and the standards of the profession.
- **Facilitate Learning:** Bridge the gap between theory and practice by reflecting on real clinical material.

This policy outlines the requirements that all trainees must meet as a condition of their training programme.

2. When is Supervision Required?

Supervision is mandatory for all trainees as soon as they begin undertaking any client work as part of their training. This includes work with clients in a placement setting, private practice clients (where permitted by the course), or peer practice clients. Trainees must have a supervision contract in place *before* their first client session.

3. Supervision Requirements: Frequency and Ratio

To ensure adequate support and oversight, UK Therapy Guild Ltd requires trainees to adhere to the following minimum supervision ratio, which is aligned with BACP standards:

- **A minimum of 1.5 hours of clinical supervision per month.**
- The frequency must be sufficient to cover all client work. A ratio of **at least one hour of supervision for every eight hours of client work** is required i.e., **12 supervision hours in total.**
- Supervision should take place at regular intervals, typically monthly, to ensure continuous support.

- A portion of the required hours can be met through group supervision of no more than 4 peers, facilitated by an experienced supervisor. For every group hour of supervision, students can claim 50% of this time towards accrued supervision. However, at least **50% of the minimum required supervision hours i.e., must be individual, one-to-one supervision** to allow for in-depth personal focus.

4. Supervisor Qualifications and Suitability

It is the trainee's responsibility to select a supervisor who meets the following minimum criteria. Trainees must submit their proposed supervisor's details and proof of their qualifications to the Guild for approval before commencing supervision.

The supervisor must:

1. **Be a qualified and experienced therapist:** They should have a substantive post-qualification experience of several years.
2. **Hold a recognised qualification in clinical supervision:** A certificate or diploma in supervision is required. Experienced practitioners who can demonstrate equivalent training may be considered on a case-by-case basis.
3. **Be a registered member of a recognised professional body:** The supervisor must be a member of an organisation with a professional standards register, such as the BACP, NCPS, NCIP, UKCP, or GHR.
4. **Work under an ethical framework:** Their practice must be guided by a recognised ethical framework, such as that of the BACP.
5. **Have appropriate professional indemnity insurance** for their supervision work.
6. **Not have a dual relationship with the trainee:** The supervisor cannot be the trainee's line manager, personal therapist, friend, or family member.

5. Responsibilities

- **The Trainee's Responsibilities:**

- To find, select, and contract with an appropriate supervisor who meets the Guild's criteria.
- To secure approval for their chosen supervisor from the Guild *before* starting with clients.
- To attend supervision sessions regularly, prepare for them, and present their client work openly and honestly.
- To maintain a detailed log of all client hours and supervision hours, which must be signed by the supervisor. This log must be submitted to the Guild for review at required intervals.
- To inform their supervisor immediately of any serious ethical dilemmas, client risks, or complaints.

- **The Supervisor's Responsibilities:**

- To provide a safe, confidential, and supportive space for the trainee.
- To monitor the trainee's practice and provide constructive feedback.
- To ensure the trainee is working ethically and safely.
- To hold a formal supervision contract with the trainee.

- To liaise with UK Therapy Guild Ltd as required, including the provision of periodic reports on the trainee's progress if this is a course requirement. The supervisor must immediately contact the Guild if they have serious concerns about the trainee's fitness to practise.

- **UK Therapy Guild Ltd's Responsibilities:**

- To provide clear guidance on supervision requirements.
- To verify that a trainee's chosen supervisor meets the required criteria.
- To monitor trainees' supervision logs to ensure compliance with this policy.
- To support trainees and supervisors in resolving any difficulties that may arise in the supervisory relationship.