



## Student Placement Information

Clinical placements are required in order for students to complete the necessary counselling hours with clients. To exit with a Diploma students are required to undertake 100 client hours and to complete the BSc a further 150 client hours are required to graduate, 250 in total. Registration with UKCP requires a further 200 client hours, totalling 450, which is generally completed in a placement/s.

Placements begin in Year 2 after students have been observed at least twice in triads either by a Programme Lead and/or another tutor and have been assessed as 'ready to practice'. Students cannot start in placement until they have a ready to practice letter and a signed and approved Placement Agreement with a placement organisation. The Head of Clinical Practice and the Programme Lead will give advice and support in searching for and attaining a placement.

Opportunities for volunteer posts with placement agencies are regularly posted onto Moodle. Matrix has liaisons for placements with many local service providers.

### Face-to-face client hours

All students will be expected to work at a placement where face-to-face work is standard.

Once students have undertaken the required training, in exceptional circumstances they *may* be able to undertake online work in addition to face to face with the agreement of their Programme Lead and Head of Clinical Practice.

Telephone counselling is not permitted.

### Securing a placement

Whilst Matrix will help students to think about the type of placement they would like to work in it is a student's responsibility to secure the placement. We have connections with most voluntary organisations in the area. Matrix do not let a student new to working in a placement set up counselling provision in an organisation that does not have a counselling service already established. We also do not let a student have a placement in their place of work. Part of the process of becoming a professional counsellor is applying for and starting work in a placement, and we will support students with this important step in their development.

### Professional membership

Students will be required to become a student member of either the UKCP (as a trainee) or the BACP before starting to practice with client. They may also be required to complete a Disclosure and Barring Service (DBS) check. The placement will organise this.

### **Placement Agreement**

A completed Placement Agreement form is required for all placement positions. This clarifies the main areas of safe professional practice. This form is agreed and signed by four parties: Matrix representative, Supervisor, Placement Liaison coordinator and the student. The Programme Lead will overview and sign the Placement Agreement last. Students cannot begin any client work until a fully signed and completed Placement Agreement is in place.

### **Supervision**

Students will be expected to work with a supervisor recognised and listed in the Matrix Directory of Supervisors. All students pre-Diploma award will need an experienced and trained supervisor on the Training Supervisors list or eligible for the list and willing to apply for enrolment. Qualified students (post Diploma award) may also work with the list of Core Supervisors. Please see the Matrix Supervision policy for further details. Students and supervisors must agree to observe the PCIPC (UKCP) code of ethics as well as the Matrix code of ethics.

### **Information in Yr 1**

A seminar day for Year 1 students giving support and information about placements is held each year. This offers support and guidance, covers the process of applying and explores in detail all requirements such as the Placement Agreement and supervision expectations.