# **Host Organisation/Supervisor Evaluation Form**

An Evaluation of Student’s Personal & Professional Development

(to be completed and submitted at the end of each year)

**Instructions**

* The student is to complete Section A and give the form to their Host Organisation/Supervisor to complete.
* The Supervisor is to complete Section B, and return it to the student to upload to the Metavision Learning Management System (Moodle).
* If relevant, please use separate forms for supervision done through a host organisation and through an external supervisor.

## **Section A: Supervision Details** *(To be completed by the student)*

| **Details** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | | | | | |
| Course & Cohort |  | | | | | |
| Host Organisation  /Private Practice Name |  | | | | | |
| Nature of Supervision  (host organisation or external) |  | | | | | |
| Supervisor Name |  | | | | | |
| Supervisor Contact  (email & phone) |  | | | | | |
| Reporting Period |  | | | | | |

Brief description of services and purpose of the Host Organisation/Private Practice:

|  |
| --- |

General description of activities (observation, group work, individual counselling, co-counselling, intake interviews, administrative work):

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Briefly describe how supervision was offered at the agency (daily debriefing, informal debriefing, weekly 1-hour session etc):

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Total hours completed in placement (including client hours & supervision):

Total client contact hours completed in placement:

Student Signature: Date:

## **Section B: Evaluation of Student’s Personal and Professional Development**

## *(To be completed by the Host Organisation/Placement or External Supervisor)*

| **Unsatisfactory - U** | **Needs development - N** | **Developing well - D** | **Competent - C** |
| --- | --- | --- | --- |

|  | U | N | D | C |
| --- | --- | --- | --- | --- |
| Empathy and building rapport with clients |  |  |  |  |
| Demonstration of acceptance and respect for clients |  |  |  |  |
| Reflections, silence, paraphrasing, summaries |  |  |  |  |
| Managing sessions with clients: scheduling, welcoming, prioritising, ending on time, responding to non-attendance |  |  |  |  |
| Assessment of diverse client presentations |  |  |  |  |
| Conceptualisation of presenting problems |  |  |  |  |
| Planning and delivery of interventions |  |  |  |  |
| Capacity to assess effectiveness and outcomes of interventions |  |  |  |  |
| Understanding of theoretical frameworks and their application in practice |  |  |  |  |
| Understanding and management of legal, ethical and professional requirements |  |  |  |  |
| Skills in maintaining appropriate client records and reports |  |  |  |  |
| Teamwork with colleagues |  |  |  |  |
| Communication and presentation skills |  |  |  |  |
| Openness to supervisor’s feedback and direction |  |  |  |  |
| Capacity to reflect on practice and follow through after supervision |  |  |  |  |

Areas of strength:

|  |
| --- |

Areas in need of further development:

|  |
| --- |

Total supervision hours:

Overall rating of student’s development: ☐ Unsatisfactory ☐ Satisfactory

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_\_