

FIRST TRAINING CONTRACT BETWEEN AN ADVANCED  
CLINICAL PRACTICE CANDIDATE – **FULL MEMBER OF  
NZAP** – AND THEIR NZAP PRIMARY TRAINING  
SUPERVISOR



**THE NEW ZEALAND  
ASSOCIATION OF  
PSYCHOTHERAPISTS (INC.)  
TE ROOPUU WHAKAORA  
HINENGARO**

**Training Supervisor: (Name)**

Email

Address

Telephone/s

Registered Psychotherapist:

Yes / No

ACP completed:

Yes / No

Have you participated in a marking round:

Yes / No

**Supervisee: (Name)**

Email

Address

Telephone/s

**1. Supervisee to complete:**

Date achieved full NZAP membership:

Context of clinical work, e.g. self-employed:

Frequency of supervision to date:

**1a.** List the principal goals and focus of supervision:

**1b.** We have discussed and understand the requirements of participation on the ACP pathway, which includes support, direction and input from the ACP Committee. Regular discussion between the Primary Training Supervisor and Regional Training Supervisors' Group will also be sought. We understand that the usual timeframes outlined in the ACP manual do not apply. We do however, accept the recommendations to work toward an identified timeframe for completion, including a minimum of 40hrs annual supervision.

**1c.** Planned timeframe for completion:

**2. Supervisor, Supervisee and Convener TSG to complete:**

**2a.** We agree to meet for weekly supervision (**minimum 40hrs annually**) at an agreed fee.

Supervisee signature:

Date:

**2b.** Primary Training Supervisor (please state scope of practice under the HPCA):

Primary Training Supervisor signature:

Date:

**2c.** Training Supervisors' Group Convener signature:

Date:

*Please note the following for items to consider in this supervision agreement*

Please send a copy of this contract to Barbara Rockel, 14 Western Road, Cherrywood, Otumoetai, Tauranga 3110

## **FIRST SUPERVISION AGREEMENT (continued)**

When making this agreement, please cover in your discussions the following points:

1. Ensure that the purpose of supervision has been fully explored, and that roles, tasks and expectations have been clarified.
2. Discuss issues regarding record keeping.
3. State the requirement for the supervisee to keep a log of all work done, training courses, seminars, ongoing work, reading, etc.
4. Be aware of the expectation that the supervisor will report the supervisee's progress regularly to the Training Supervisors' Group.
5. If a grievance should arise between the supervisee and the supervisor, which cannot be resolved within the supervisory relationship, the matter will be mediated by the Training Supervisors' Group or its delegate.
6. Should the supervisee choose, for whatever reason, to change supervisors, this can occur providing there is consultation between the supervisors, or an updated supervision report is given to the second supervisor. Assistance in this matter can be sought from the Training Supervisors' Group.
7. Discuss emergency procedures, including who to contact if the supervisor is unavailable.
8. Agree on working format for supervision sessions.
9. State cancellation policy and supervision fees.
10. Discuss safety agreements for clients, supervisee and others.
11. Make agreements regarding third party involvement, where applicable.
12. Agree on matters of confidentiality.

You may wish to use the space below to list some of the above agreements.