

**Social Work Program**

**Sample Individual Supervision Agreement**

Name of Agency:

Name of Supervisor:

Name of Student:

(insert supervisor’s name) shall be responsible for (insert student’s name) work whilst on placement with (insert agency name).

We agree to the following conditions:

**Structure &Frequency of Supervision Sessions:**

Date of Commencement:

Frequency & Duration of meetings:

Note: the minimum AASW requirements for field education supervision are 1.5hrs per 5 days of placement.

Location of meetings & method:

(e.g. face to face, videoconference, phone, a combination)

Reasons why we agree supervision can be postponed:

(e.g. sickness, client emergency)

How supervision session times will be made up, if required:

How agenda will be set, and by whom:

How a record of the session will be kept (who/how/what):

Each supervision session will occur at a time and on days suitable to both parties.

It is agreed that (insert supervisor’s name) & (insert student’s name) will work together respectfully to ensure adequate in-depth discussion of issues identified by (insert student’s name). It is agreed that each party to the supervision process will prepare for and participate in the supervision sessions. It is agreed that the time and place for the supervision sessions will be private and protected time free from interruptions. It is agreed that each party will be open to feedback with regard to the supervision content and process.

**Content:**

We agree that the supervision sessions will attend to agenda items prepared by (insert student’s & field educator’s names), and according to priorities identified by (insert student’s & field educator’s name). We agree that the structure of the session will be designed to be solutions focused, allowing for options and solutions to be identified, and also to explore a broad range of issues, situations, practice and contextual information, such as:

* Creating space for critical reflection on practice and (insert student’s name)’s emotional responses to the work
* Aim to clarify issues of concern, challenges or client-related matters
* Attend to workplace issues
* Considering skill development, knowledge, attitudes and beliefs
* Focus on solutions to issues and identified desired outcomes
* Exploring professional identity and professional development needs
* Ethical dilemmas
* Being mindful of how professional practice may impact on personal responses and vice versa
* Acknowledge role or agency constraints, professional boundaries, and focus on solutions that are achievable, including establishing plans for issues identified
* Workload management, time management, supports or resource requirements
* Team functioning, working as a member of a team, team performance.

The purpose of supervision is to discuss issues identified by (insert student’s name). Line management issues will be discussed separately. Supervision is not used for the purpose of:

* Case conferencing or case management functions
* Counselling or therapy of a personal nature
* Disciplinary or performance management processes.

**Confidentiality & Boundaries**:

Information shared within the supervisory process will remain confidential with the following limitations:

* Supervisee repeatedly fails to attend supervision sessions
* The supervisee divulges unsafe, unethical, or illegal conduct and, after discussion with the supervisor, remains unwilling to go through appropriate processes to address.

Should an exceptional circumstance arise, it is the role of (insert supervisor’s name) to thoroughly discuss the issues with (insert student’s name) and attempt to persuade(insert student’s name) to follow appropriate processes in dealing with the issue. If, after the issues have been fully explored, (insert supervisor’s name) remains concerned, the confidential information will be shared with appropriate parties only after informing (insert student’s name) of his/her intention to do so.

Minutes, agendas or notes taken during a supervision session will remain confidential and stored in an appropriate private and safe place as agreed by (insert supervisor’s name) & (insert student’s name). The process by which Minutes are taken are at the discretion of (insert supervisor’s name) and (insert student’s name).

**Professional Conduct:**

It is agreed that supervision will be based on the following principles:

* trust & honesty
* professionalism
* respect
* thoughtfulness & cooperation
* transparency & openness
* positivity & optimistic styles of thinking
* ethics
* values & beliefs
* solutions-focused.

**Dispute Resolution:**

At times, disputes between the supervisor and supervisee may occur during the supervision process. Prompt recognition and attention to resolution of issues as they arise is recommended, and may have the potential to enhance the supervisory relationship. At the commencement of the supervision process, parties should agree on how disputes will be resolved. If it is not possible to resolve a dispute, the UTAS liaison person should be contacted to discuss the issues and assist in the development of a resolution strategy.

We have read, understood and agree to the terms contained within the supervision agreement:

|  |  |
| --- | --- |
| Supervisor’s Name |  |
| Signature |  |
| Student’s Name |  |
| Signature |  |
| Date |  |

*The funding for this project is made available by HWA*

*as an Australian Government initiative*

