

Year 2 MA Psychotherapeutic Practice

Professional Practice Counselling Portfolio

Purpose of the Professional Practice Counselling Portfolio

The Year 2 Professional Practice Counselling Portfolio is a dynamic and comprehensive document. Its purpose is to capture your advanced competencies, professional growth, and readiness for more complex clinical work. It not only provides a thorough assessment of your skills and experiences but also reflects your commitment to ethical practice, continuous learning, and professional development. By compiling and reflecting on your practical experiences, CPD activities, and feedback, this portfolio serves as a powerful testament to your qualifications and preparedness for advanced practice. It effectively communicates your journey towards becoming a proficient, ethical, and effective counselling professional to educators, supervisors, and potential employers.

Please note that this portfolio can be developed and presented digitally or physically.

Guidance on Presentation

- **Physical Format:**

- ✚ Use a high-quality binder or portfolio case with clear section dividers.
- ✚ Include a table of contents and a professional cover page with your name, program, and portfolio title.

- **Digital Portfolio:**

- ✚ Consider using digital platforms to create an interactive portfolio. Include multimedia elements such as video reflections, recorded presentations, and interactive links to resources.

- **Professional Appearance:**

- ✚ Ensure all documents are neatly presented, free of errors, and professionally formatted.
- ✚ Use consistent fonts, headings, and styles throughout the portfolio.

What to Include

1. **PD6 – Placement Document Form 6:**

 Completed and signed PD6

2. **Supervision Agreement and Contract:**

 A signed document outlining the terms and conditions of your supervision arrangement and a signed contract.

3. **Overview of Placement Organisations:**

 A brief description of your placement organisation/s, their missions, and how they align with your professional goals. Information flyers can be included.

4. **Evidence of Personal Therapy to Date:**

 Documentation from your therapist confirming your engagement in personal therapy sessions this year.

5. **Evidence of Professional Membership (BACP or NCPS):**

 A copy of your membership certificate or confirmation letter from the British Association for Counselling and Psychotherapy (BACP) or the National Counselling and Psychotherapy Society (NCPS).

6. **Enhanced DBS Certificate:**

 A copy of your Enhanced Disclosure and Barring Service (DBS) certificate to ensure you are cleared for working with vulnerable populations.

7. **Professional Liability Insurance Certificate:**

 A copy of your insurance certificate covering your professional practice. If your placement provides insurance coverage, please provide a signed letter with confirmation of coverage from your placement.

8. **Counselling Practice Log (PD4):**

 Completed counselling hours log of your clinical hours to date.

9. **Supervision Reports:**

-  The first supervision report completed after 50 hours of clinical practice.
-  The second supervision report completed following 100 hours of clinical practice.

10. Ethical Practice Documentation:

- ✚ Examples of how you have addressed ethical dilemmas in practice, including your decision-making process and outcomes (no more than 500 words). We will explore and discuss ethical dilemmas in class that you can reflect on.

11. Professional Development Activities 2023/2025 (optional):

- ✚ Documentation of continuing professional development (CPD) activities, including workshops, conferences, and seminars attended. Include certificates and brief summaries of key learnings.

12. Advanced Counselling Skills Assessment (1000 words):

- ✚ Reflective assessment of your advanced counselling skills, including specific anonymised examples from your clinical practice. For example, you can reflect on the following: creative work, Gestalt skills, Core Conditions, etc.

13. Professional Growth Reflection (1000 words):

- ✚ Reflection on your professional growth over the past year, including your strengths, areas for further development, and future goals. Please include a statement about what you have learned about clinical practice and how your new knowledge and awareness will support and inform your practice post qualification (no more than 500 words, no reference required).

14. Counselling Contract:

- ✚ Create a counselling contract that you would use going into private practice, base this on your experiences and learnings from your placement.

15. Professional bio:

- ✚ Include a professional bio in preparation for entering your final year of training. This is an opportunity to reflect on who you are as a counsellor, your approach, modality and what you are offering clients.

Additional Elements to Consider

1. Community Involvement (if applicable):

- ✚ Evidence of your involvement in the counselling community, such as participation in professional networks, volunteer work, or advocacy efforts.

2. Technology Integration (if applicable):

- ✚ Examples of how you have integrated technology into your practice, such as online sessions, digital tools for counselling, or online resource development.

3. Cultural Competence:

- ✚ Reflections and evidence of your work with diverse populations, including any specific training or initiatives you have undertaken to enhance your cultural competence (no more than 500 words).