

Documentation Checklist for Students:

The following provides a checklist of documents that you will need over the course of your programme. There are documents such as DBS and updates, Membership to NCPS or BACP, (yearly), and Indemnity Insurance that you will need to provide proof via photo of appropriate documentation.

Once you have evidence of these document, please update into your personal folder.

Document	Description	Tick List (please tick off confirmation of each document)
PD1(a&b)	Supervisor Report forms (first 50 hours and second 50 hours)	☐
PD2	Counselling Supervision Log	☐
PD3	Counselling Therapy Log	☐
PD4	Counselling Practice Log	☐
PD6	Placement Documentation Pack - Placement Provider and Student Placement Agreement form BEFORE YOU START YOUR PLACEMENT	☐
PD7	Readiness to Practice form signed off by your tutors	☐
Year One Portfolio	Completed and presented year one portfolio	☐
Year Two Portfolio	Completed and presented year two portfolio	☐
DBS	Enhanced DBS form for Vulnerable Adults and Children. (Please be aware that you must sign up for the update service within 2 weeks of receipt as otherwise your status will only be valid for 1 year and you will have to reapply and pay the following year)	☐



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



NATIONAL
COUNSELLING &
PSYCHOTHERAPY
SOCIETY

Membership Certificate	Evidence of membership (student) of professional association e.g. NCPS or BACP	☐
Copy of Insurance	Evidence that your counselling practice hours are covered by Professional Liability Insurance either by your agency or yourself.	☐