

# ASORC Professional Supervision Framework

Australian Society of  
Rehabilitation Counsellors



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## Introduction

Government and industry look to the Australian Society of Rehabilitation Counsellors Ltd (ASORC) to ensure Rehabilitation Counsellors meet rigorous standards. ASORC achieves this through its comprehensive membership criteria, high quality education, continuing professional development (CPD) and training, and ASORC Professional Supervision Program, all of which facilitate a strong and sustainable workforce.

The ASORC Professional Supervision Framework has been established to ensure ASORC Associate members meet ASORC Competencies through the ASORC Professional Supervision Program to enable them to progress to Full membership with ASORC.

The Professional Supervision Framework provides a competency-based approach to supervision to ensure a consistent evaluation and outcome-based model is followed in line with evidence-based best practice.

## Purpose of this Document

This document provides support and guidance to supervisors and ASORC Associate members participating in the ASORC Professional Supervision Program. This document should be read in conjunction with the [ASORC Competencies for Rehabilitation Counsellors](#) and [ASORC Code of Ethics](#). The ASORC Code of Ethics sets out what is considered ethical conduct for ASORC members.

The aim of this Professional Supervision Framework is to:

- outline the purpose and functions of professional supervision
- provide a guide for professional supervision practice
- explain the specific requirements and responsibilities of professional supervision

The Professional Supervision Framework allows diverse arrangements within different supervision contexts while adhering to quality processes and structures. It also ensures that a professional standard of supervision operates in a transparent, accountable, efficient, effective and fair way.

The ASORC Competencies reflect the skills and knowledge deemed to be integral to the performance of rehabilitation counselling services in the diverse settings in which rehabilitation is provided.

The ASORC Professional Supervision Program is based on the [ASORC Competencies for Rehabilitation Counsellors](#), therefore ASORC Associate members must be working in roles involving rehabilitation counselling duties in order for them to gain the required experience.

## Rationale

As the peak body for the profession of Rehabilitation Counselling in Australia, ASORC sets standards and competencies for the Rehabilitation Counselling profession. Members who undertake the ASORC Professional Supervision Program (APSP), to achieve Full membership, must follow the guidelines to ensure that the professional supervision is of high quality, reflects current practice and aligns with industry requirements and standards.

The ASORC Professional Supervision Program for Associate members is designed to develop, maintain and assess performance against the ASORC Competencies for Rehabilitation Counsellors.

Supervision generally serves two broad functions:

1) the *professional development* of the member including mentoring, support, teaching and guidance, and

2) the *assessment* of the member's professional competencies through appraisal, monitoring, evaluation and feedback.

The ASORC Professional Supervision Framework is an important mechanism for ensuring the highest standards for the Professional Supervision of Rehabilitation Counsellors.

The ASORC Professional Supervision Framework provides assurance to:

- **Employers** with appropriate guidance and support during the ASORC Professional Supervision Program.
- **Associate Members** with a Professional Supervision Program that meets ASORC standards and reflects current professional practice aligned with industry requirements.
- **Industry & Government** confidence in the ASORC Associate members who complete the ASORC Professional Supervision Program and achievement of ASORC Competencies, and therefore possess the knowledge, skills and behaviours to practice safely and ethically as a Rehabilitation Counsellor.

Professional supervision must demonstrate a developmental approach to learning, leading to demonstrated professional skills, knowledge and behaviours required of a Rehabilitation Counsellor. Therefore, must be structured with clear learning goals and performance outcomes which can be achieved and assessed based on the ASORC Competencies for Rehabilitation Counsellors and ASORC Code of Ethics.

## ASORC Competencies for Rehabilitation Counsellors

In order to obtain and maintain ASORC membership, members must meet designated competency clusters relevant to their level of membership.

There are five competency clusters:

1. Foundational Knowledge & Skills
2. Counselling Interventions within the Rehabilitation Context
3. Vocational Assessment
4. Vocational Counselling, Training and Placement
5. Long-term Disability & Significant Impairment

## ASORC Professional Supervision

Professional supervision should be based on the following key principles:

- a) Education
- b) Support
- c) Assessment

## Education

Within professional supervision, education is a process of exploration and critical reflection on a Rehabilitation Counsellor's practice during the course of employment. It provides context with a deeper and broader understanding of the individual needs of each client and the impact Rehabilitation Counsellors have when working with clients.

Professional supervision should focus on developing practice-based knowledge with an understanding that this will enhance the quality and outcomes of the individual's professional practice and will improve the competence of the Rehabilitation Counsellor.

Self-reflection and critical analysis are also essential for the Rehabilitation Counsellor to develop and embed into practice. Developing a depth of understanding of their professional dynamics and interactions at an interpersonal level as well as within the broader context of policy and service delivery is essential for effective client outcomes and independent professional practice.

Implications for practice are drawn from this new knowledge and understanding, which can be monitored and improved throughout the professional supervision program.

## Support

Recognition is given to the personal impact Rehabilitation Counselling practice can have on practitioners. Professional supervision provides the opportunity for discussion regarding how work may impact the Associate Member and how emotionality and personal reactions impact professional practice.

Strategies to deal with such reactions and prioritisation of self-care activities may be identified and monitored. While professional supervision is a place for encouragement and validation, it is an educative process, not a therapeutic one. There may be circumstances where it is necessary to discuss the benefits of external personal support to address any therapeutic issues outside the professional boundaries of the supervisory relationship.

## Assessment

As professional supervision progresses, attention is focused on the standards for practice within the employment context and the Rehabilitation Counselling profession as elaborated within ASORC's Competencies for Rehabilitation Counsellors and ASORC's Code of Ethics.

Professional supervision enables monitoring, evaluation and assessment of practice in a broader context than individual work with clients. While client contact is essential to assess, supervision should also provide support in clarifying the professional roles and responsibilities of the Rehabilitation Counsellor, in the context in which they practice, and linking accountability for client outcomes to administrative tasks, such as caseload management or record keeping practices.

Focus on the organisational context of practice, as well as the broader professional, organisational, political and legislative context of the field of practice within which Rehabilitation

Counsellors are expected to work, is required to assist the member to become an independent practitioner.

Through the process of professional supervision, good practice is further enhanced and strategies for resolving concerns, promoting compliance and instigating systemic change may be identified.

Problems arising from the performance of a member must be addressed in a timely manner. If review and discussion of the goals and expectations of the professional supervision program does not result in improvement in performance, the Supervisor may seek guidance and advice from ASORC.

## Supervision process

### Summary Table of Steps

1. Applying for Membership
2. Acquiring Associate Membership
3. Selecting a Supervisor (must meet criteria to supervise Associate member)
4. Entering into a Professional Supervision Program Agreement
5. ASORC Professional Supervision Program Agreement submitted to ASORC for approval
6. ASORC approves or rejects ASORC Professional Supervision Program Agreement and provides templates for use
7. ASORC Associate Member commences ASORC Professional Supervision Program
8. ASORC to be informed of any issues arising during the ASORC Professional Supervision Program
9. ASORC Competencies Assessment Form (Final) and relevant forms submitted to ASORC
10. Review of ASORC Competencies Assessment Form (Final) and relevant documents by the Membership and Supervision sub-committee

### Details of Steps

#### 1. Applying for Membership

All applicants are instructed (by phone or website) to complete ASORC online membership application form by selecting the “Membership” menu on the front page of the website, and select Details are provided regarding the appropriate documentation, including the application form and membership fees.

#### 2. Associate Membership

The membership category and length of professional supervision required is determined by the ASORC Membership and Supervision Sub-Committee at the time of membership confirmation.

ASORC will advise an Associate member in writing regarding the professional supervision period and documentation required.

Associate membership is time limited to six years from date of membership confirmation. In order to achieve Full membership status, a period of 12 months professional supervision must be completed by the Associate Member and they must enrol in a Rehabilitation Counselling Course within 12 months of acceptance of Associate membership with ASORC. The Supervisor for an Associate member must be a Full Member of ASORC. (Supervisor requirements outlined below)

The professional supervision program agreement form must be completed and approved by ASORC within 3 months of the date of confirmation of Associate membership.

In order to undertake ASORC Professional Supervision, the supervision candidate must be working in a Rehabilitation Counsellor or related role, whereby they gain exposure to ASORC Competencies.

### 3. Selecting a Supervisor

It is the Member's responsibility to identify a supervisor, although ASORC may be able to assist in the identification of a current Full ASORC member who may be able to provide professional supervision.

The process of selecting and agreeing to enter a supervisory relationship should be undertaken thoughtfully. The supervisor and Associate Member should consider any issues that may impact their ability to form a sustainable, professional and beneficial relationship for the purposes of effective professional supervision.

Supervisors should be mindful of not supervising within areas of Rehabilitation Counselling where they do not have expertise, or in circumstances where they will not be available to the Member.

To be able to offer professional supervision, an ASORC member must have been approved as an ASORC Supervisor, which may include undertaking relevant training.

#### a) Supervisor Skills

An ASORC Supervisor needs to be able to demonstrate an ability to:

1. describe, define and maintain their role as a supervisor
2. identify suitable goals of professional supervision with the ASORC Associate Member
3. discuss and apply theories and models of professional supervision which match the Member's learning needs
4. be reasonably available and serve as a role model, instilling professional attitudes and values
5. abide by the ASORC Code of Ethics
6. be equitable, fair and objective in discussions and decision making
7. demonstrate the skills required for conducting a range of professional supervision activities
8. provide effective evaluation and feedback to the Associate Member on strengths and weaknesses
9. make informed clinical judgments related to the ASORC Associate Member's competence
10. successfully undertake a variety of professional supervisory administration tasks

11. address ethical and legal considerations for professional supervision
12. provide timely and accurate assessment.

#### **b) Professional supervision in the member's place of employment**

Professional supervision needs to provide an opportunity for breadth of experience and to prevent conflicts of interest between employment and supervision.

Supervisors are in effect acting on behalf of ASORC. Their primary duty is to meet the objectives of ASORC's Professional Supervision Program. The Supervisor is required to conduct a fair and impartial assessment of a member's competency as measured against the ASORC Competencies for Rehabilitation Counsellors.

Supervisors must ensure:

- there is a signed contract for the commencement of the Professional Supervision Program signed by both the Member and Supervisor
- the signed Professional Supervision Program agreement is to be submitted and formally approved by ASORC, *prior to the commencement of the professional supervision program*
- allocation of learning experiences not involving the Associate members routine work roles and responsibilities. This should include details of the differentiation between Supervision Program goals and usual employment duties
- a detailed description of how the Associate member will be monitored and supported.

#### **c) Conflict of interest**

Supervisors must ensure they do not exploit their relationship with the Associate Member. Any potential conflicts of interest must be identified and appropriately resolved at the beginning of the professional supervision period or as they become apparent. Supervisors must declare any conflict (or perceived) conflict of interest (COI) and submit information as to how they will address and mitigate any COI through a declaration of interest and duties statement. Supervisors should refer to both ASORC and their place of employment policies related to COI when addressing concerns. At times, a decision regarding the continuation of the supervision relationship may need to be made by the supervisor with advice from ASORC as appropriate.

This declaration and any mitigating strategies will be reviewed by the ASORC Membership and Supervision Sub-Committee and approved or referred back with recommended amendments.

A supervisor must not supervise any person who they have had or are in any close familial or emotional relationship currently or prior to the commencement of an ASORC Professional Supervision Program agreement.

#### **d) Supervising multiple Associate members**

Supervisors are limited to the supervision of no more than 3 ASORC Members at any one time.

This is to ensure adequate attention is given to each member (under Supervision) to enable the standards of practice within the employment context, ASORC's Competencies for Rehabilitation Counsellors and ASORC's Code of Ethics to be met.

In exceptional circumstances, where a supervisor applies to supervise more than 3 ASORC members at any one time, written approval must be granted by ASORC prior to the commencement of professional supervision. Before approval is granted, a professional



supervision plan must be submitted to ASORC with this request. Any supervision that has commenced prior to approval by ASORC will not be recognised.

## 4. Entering into a Professional Supervision Program Agreement

Once a suitable Supervisor has been located and agrees to provide professional supervision the ASORC Associate member and the Supervisor, must complete, together with the Member, the ASORC Professional Supervision Program Agreement.

ASORC expects that professional supervision will occur on a regular basis throughout the designated professional supervision period.

### a) Required hours of Supervision

The recommended minimum and maximum number of hours per month that can count toward professional supervised practice hours is outlined below:

Professional supervision requires an average of 10 hours per month of agreed activities (see below) during the required minimum period of professional supervision. That is:

- 6 months – 60 hours
- 9 months – 90 hours
- 12 months - 120 hours

Professional supervision should:

1. occur regularly, in a suitable, agreed environment
2. be focused on the areas identified in the ASORC Competencies Assessment form

Should the Supervisor believe that the ASORC Associate Member is below competency in specific areas, this does not automatically disqualify the member from progressing to a higher level of membership. The Supervisor must identify the specific competency/ies that the Associate Member is not yet competent in, and identify a variety of tasks and activities which will support the Associate Member to develop in this/these areas.

It is important to set clear boundaries at the beginning of the professional supervision period and revisit these as the Associate Member gains experience and confidence and develops the necessary knowledge, skills and behaviours.

## 5. ASORC Professional Supervision Program Agreement: submitted to ASORC for approval

The signed ASORC Professional Supervision Program Agreement is submitted to ASORC for approval by the Member Services and Administration Officer.

The ASORC Professional Supervision Program Agreement can be sent by email to [admin@asorc.org.au](mailto:admin@asorc.org.au)

## 6. ASORC approves or rejects the ASORC Professional Supervision Program Agreement

Professional supervision should not commence until ASORC advises in writing that the ASORC Supervision Program Agreement has been accepted.

Any professional supervision entered into **prior to approval** by ASORC will not count towards professional supervision practice.

Should the professional supervision agreement not be approved, ASORC will advise the member in writing as to the reason the ASORC Professional Supervision Program Agreement has not been accepted. The ASORC Professional Supervision Program agreement should then be amended by the Associate member in accordance with feedback, and resubmitted to ASORC for approval by the Member Services and Administration Officer.

## 7. ASORC Associate Member commences ASORC Professional Supervision Program

The Associate member and the Supervisor participate in the approved ASORC Professional Supervision program as per the agreement.

### a) Recording professional supervision hours

The Member must:

1. keep a record of professional supervision hours undertaken.
2. ensure that this record is signed as verified by the Supervisor named in the ASORC Professional Supervision Program Agreement.
3. submit to ASORC the ASORC Competencies Assessment form and relevant documents

On completion of the approved period of professional supervision, the Supervisor must:

1. verify that the Associate member has met the standards required in the ASORC Competencies for Rehabilitation Counsellors.
2. Both the Associate member and the supervisor must verify the achievement of competencies *with evidence that does not identify the client*, eg., the supervisor has reviewed and provided three de-identified Vocational Assessment reports and confirms either competent or not yet competent.

### b) Evidence

The ongoing collection of evidence during the ASORC Professional Supervision Program provides proof of competence.

Information provided as evidence must be:

- Valid, relating to clearly described standards of competency
- Sufficient, having enough depth and breadth of information to allow conclusions about competence to be drawn
- Current – happening or being done or used now

- Standards to guide – standardising the types of evidence and assessment methods to demonstrate competency
- De-identified - contain no confidential information or client details

### **c) Professional supervision activities**

The range and extent of relevant rehabilitation practice for Rehabilitation Counsellors is diverse. When supervising an Associate member any tasks and activities must be conducted in a physically and emotionally safe and secure work environment with reasonable access to relevant resources.

Although attendance at staff meetings, informal de-briefing, in-service training, workshops and seminars, constitute valuable sources of professional development, they are not seen as substitutes for professional supervision.

The Supervisor and Associate Member must agree in advance on the tasks and activities as well as the number of hours each activity contributes to the required hours of professional supervision. This allows the parties to consider the minimum and maximum hours which have been set for some professional supervision activities and to ensure that there is a suitable variety of tasks and activities which contribute to the Associate Member's development.

Professional Supervision can encompass:

- ✓ One-to-one, group or peer supervision by observing the Rehabilitation Counsellor in practice
- ✓ Review and feedback on written documentation e.g. reports
- ✓ Assistance in mediating difficulties
- ✓ Client specific meetings, tutorials or PD and formal ASORC CPD activities attended and discussed for relevance and application in current work practices
- ✓ Telecommunications and video conferences
- ✓ Other reasonable learning opportunities in line with individual learning needs
- ✓ Minimum professional supervision hours per activity: face to face (or phone) contact - a minimum of 1 hour professional supervision for every 38 hours of rehabilitation counselling work
- ✓ participation in professional education activities - maximum of 25 hours per year
- ✓ attendance at group supervisory sessions/workshops conducted by a full member of ASORC – may be included in professional education hours
- ✓ group facilitation or conducting professional education sessions, writing professional articles – no limit
- ✓ professional supervision of counselling by another appropriate professional acceptable to the Supervisor.

Note: 75% of all professional supervision activities should be based on experiential learning activities.

### **e) CPD**

As part of professional supervision requirements, an Associate Member must complete their Continuing Professional Development requirements. Full & Associate ASORC ® members are required to complete a minimum number of CPD hours each year in order to maintain their membership and keep up to date with advances in the Rehabilitation Counselling industry.

Participation in CPD activities can be included in professional supervision practice hours.

As Associate members require additional development in order to achieve ASORC Full membership, the CPD requirements are higher than the CPD requirement for an ASORC Full member.

#### *Associate members- 25 Hours per year*

An ASORC Associate member is required to complete 25 hours of CPD per year.

ASORC provides members with the opportunity to include a wide variety of formal and informal training and to meet their compulsory CPD requirements.

See Website: <https://www.asorc.org.au/cpd-events/cpd-requirements>

Members are required to maintain evidence/records of their CPD activity.

## 8. Issues arising during the ASORC Professional Supervision Program

During the course of professional supervision, issues may arise that could impact the completion of the Professional Supervision Program. Any issues need to be addressed in a timely manner to ensure professional supervision continues in adherence with the ASORC Professional Supervision Framework.

### **a) Member Issues**

If any incidents of misconduct or unethical practice are identified or suspected by Supervisors during the course of the Professional Supervision Program, in the first instance, this is to be raised with the Associate Member, where appropriate, to seek a resolution.

Where it is not appropriate to raise the issue directly with the Associate Member, or if the issue is not resolved after discussion with the Associate Member, the Supervisor must decide if the matter needs to be reported to an appropriate person, in line with the ASORC Professional Supervision Program Agreement and ASORC Code of Ethics.

In circumstances where an Associate Member perceives that their Supervisor demonstrates misconduct or unethical practice, where appropriate, they are encouraged to raise the issue directly with their Supervisor. Otherwise, the Associate Member should consult with a senior colleague or professional organisation i.e. ASORC, or others who work with the Supervisor. In such situations the Associate Member should work towards resolving the issue in a professional and respectful manner.

## 9. ASORC Competencies Assessment Form (Final) submitted

At the completion of the ASORC Professional Supervision Program, the Member must submit the final completed ASORC Competencies Assessment Form and relevant documents, including the signed Supervisor's Declaration.

In doing so, the Supervisor is formally attesting that the ASORC Associate Member under their supervision has demonstrated commitment to the ASORC Code of Ethics and meets the ASORC Competency standards required. As such, they are verifying that the ASORC Associate Member has met the required ASORC Competencies for Rehabilitation Counsellors and is able to undertake independent practice in Rehabilitation Counselling.

## 10. Review of (Final) ASORC Competencies Assessment Form

The ASORC Membership and Supervision sub-committee will review the ASORC Competencies Assessment Form and relevant documents.

### **Approved**

If the final ASORC Competencies Assessment Form is approved, then the member is eligible to apply to upgrade from Associate membership to Full membership. ASORC will advise the member in writing of the Membership and Supervision Sub-Committee decision.

### **Rejected**

If the final ASORC Competencies Assessment Form is rejected, then the member will be required to undertake further professional supervision addressing the specific competencies identified for further development. ASORC will advise the member in writing of the requirements.

## Roles and Responsibilities

Supervisor	<p>The Supervisor is responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring supervision is conducted as outlined in this manual, or as formally authorised by ASORC</li> <li>• participating in peer review to ensure consistency of professional supervision</li> <li>• making decisions in regard to competency</li> <li>• ensuring that the supervision records are completed adequately and support findings.</li> <li>• ensuring that the ASORC Competencies Assessment form is provided to ASORC.</li> <li>• ensuring that the final ASORC Competencies Assessment form is accurate, objective, clear and timely.</li> </ul> <p>A Supervisor is a current ASORC Full member who has agreed to enter into a professional supervisory relationship with an Associate member in accordance with the ASORC Professional Supervision Framework for a defined period of time as specified in the Associate Member's Acceptance letter.</p> <p>A Supervisor plays a vital role in the professional development of an Associate Member, assisting them to meet the ASORC Competencies for Rehabilitation Counsellors.</p> <p>The Supervisor is responsible for the development and practice of the Rehabilitation Counsellor and, indirectly, may impact the wellbeing of the Associate Member's clients. The Supervisor has considerable responsibilities to the ASORC Board, to the profession of Rehabilitation Counselling, and to the wider public.</p> <p>Rehabilitation Counsellor practice can be challenging for a developing Associate Member. In an unfamiliar role, the Associate Member looks to the Supervisor to provide guidance and support.</p> <p>For this reason, it is the Supervisor's responsibility to ensure any directions given during a session are followed.</p> <p>ASORC Supervisors are:</p> <ul style="list-style-type: none"> <li>• Current Full Members of ASORC (for at least 2 years) with a minimum of 3 years full time Rehabilitation Counsellor practice experience or part-time equivalent</li> <li>• committed to continuing professional development as evidenced through successful completion of ASORC CPD</li> <li>• knowledge experts in the ASORC Competencies for Rehabilitation Counsellors and Code of Ethics.</li> <li>• Must acknowledge and follow the ASORC Professional Supervision Framework.</li> <li>• May be required to undertake a Supervisor training program.</li> </ul>
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	<p><b>Criteria for ASORC Supervisors claiming a 50% discount for their membership</b></p> <p>A discount of 50% on their membership fee for ASORC Supervisors is available on application to those who meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Current Full Member of ASORC for at least 2 years</li> <li>• Professional supervision of three Associate Members to completion</li> <li>• Professional supervision programs completed within a 3-year period</li> <li>• The total amount of professional supervision time needs to be in excess of 18-months</li> <li>• Can be applied for once within each 3 year period</li> </ul>
Member	<p>The Associate member is responsible for:</p> <ul style="list-style-type: none"> <li>• locating an ASORC accredited Supervisor and lodging the required documents to ASORC</li> <li>• actively participating in the professional supervision program to meet the ASORC competencies for Rehabilitation Counsellors and maximising opportunities for feedback and further professional development</li> <li>• acquiring knowledge and skills through observation, reading, listening and questioning.</li> </ul> <p>Associate members should undertake professional supervision with a positive attitude and commitment to demonstrating the Rehabilitation Counselling competencies in the workplace under the guidance of a Supervisor.</p> <p>The Associate member should understand their strengths, areas for development, motivational factors, and be willing to engage in critical self-reflection, to achieve competence in the competency clusters during the professional supervision period.</p> <p>Associate Members must ensure professional conduct and adherence to the ASORC Code of Ethics at all times. The code should be used to support the Associate member in the provision of Rehabilitation Counselling services and professional practice.</p> <p>It is the Associate Member's responsibility to identify a Supervisor who is a current Full Member of ASORC. Associate Members should respect the role and responsibilities of the Supervisor. As their experience and skills develop, so should the relationship with the Supervisor.</p>
ASORC	<p><b>ASORC Membership and Supervision Sub-Committee</b></p> <p>The ASORC Membership and Supervision Sub-Committee is made up of:</p> <ul style="list-style-type: none"> <li>• members of ASORC Board</li> </ul>

- ASORC CEO
- ASORC Member Services and Administration Officer

The Sub-Committee:

- is responsible for approving the professional supervision program

ASORC can assist members with connection to a suitable supervisor for a period of professional supervision, on request.

### **ASORC Administration**

ASORC Administration is responsible for:

- the administration of the Professional Supervision Program process
- supporting the ASORC Membership and Supervision Sub-Committee
- advising members and other stakeholder groups on the Professional Supervision policy, procedures, timeframes etc.
- explaining the ASORC Supervision Program guidelines to all Associate members on commencement of membership
- assisting Associate members to source a Supervisor (if needed)
- is responsible for ensuring there is an available pool of qualified ASORC Supervisors
- ensuring professional supervision documentation has been received prior to consulting the Membership and Supervision Sub-Committee
- circulates the supervision documentation to the Membership and Supervision Sub-Committee
- maintaining a list of qualified ASORC Supervisors
- supporting the CEO, ASORC Membership and Supervision Sub-Committee, ASORC Supervisors and Members.

### **ASORC CEO:**

- oversees the implementation of the ASORC Professional Supervision Framework
- seeks feedback for the purposes of continuous improvement, on the professional supervision process.



## Definitions

**Conflict of Interest (COI):** a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity, or a situation in which the concerns or aims of two separate parties are incompatible.

**Continuing professional development (CPD):** ongoing professional development which may include attendance at educational workshops and conferences, seminars or webinars, reading relevant journals or rehabilitation counselling or related tertiary study programs or short courses.

**Experiential:** involving or based on experience and observation

**Informed consent:** permission that is granted in full knowledge of the possible consequences and the possible risks or benefits.

**Member:** an individual who is a financial member of ASORC

**Rehabilitation Counselling:** any service provided by a Rehabilitation Counsellor to a client including but not limited to counselling; evaluation of social, medical, vocational or biopsychosocial information; coordination of individual client rehabilitation programs, stakeholder engagement and co-ordination with medical and allied health professionals as well as insurers, agents and employers, job placement and job development services; or other services.

**Rehabilitation Counsellor:** a qualified Rehabilitation Counsellor and / or either an Associate or Full Member of ASORC.

**Professional Supervision:** a formal, structured program involving a Supervisor and an ASORC Associate member, which aims to provide a framework within which advice and guidance may be communicated to promote the professional development and efficacy of the Associate member in attaining the required standard of professional competency.

Disclaimer:

This document is intended to provide support and guidance regarding the professional supervision of an Associate member of ASORC.

It does not cover industrial relations issues or legal matters that arise during the professional supervision period.