



Supervisor Guidebook Summary
(Psychology)

Courses		
<ul style="list-style-type: none"> • Master of Clinical Psychology (<i>MClin</i>) • Master of Professional Psychology (<i>MProf</i>) • Master of Psychological Practice (<i>MPsychPrac</i>) 		
	Fifth year placements (PSY568 & PSY569)	Sixth year placements (PSY570 & PSY571)
Course	MClin, MProf and MPsychPrac	MClin
Hours	300 hours combined placement (or 2 x 180-hour placements)	350 hours each (cannot combine) = 700-hour total
Attendance	Flexible as negotiated ~ 2+ days/week	Flexible as negotiated ~ 2+ days/week
Scope	<ul style="list-style-type: none"> • Students must gain experience in: <ul style="list-style-type: none"> ○ psychological assessment; diagnostic interviewing; case formulation; psychological interventions; outcome monitoring; ethical practice; professional communications 	<ul style="list-style-type: none"> • Students must: <ul style="list-style-type: none"> ○ work with diverse clinical problems ○ occur in distinct settings ○ develop competencies outlined in APAC standards ○ gain experience across range of clinical presentations, client groups & contexts
Direct Client Contact (CC)	<ul style="list-style-type: none"> • Must include 100 hours CC (or 50 hours CC per 180-hour placement). • Direct client contact covers any interaction where you are actively engaging with, observing, or working on issues relevant to a client's psychological care. Includes: <ul style="list-style-type: none"> ○ Meeting with clients (inc. partners, siblings, teachers or referrers) ○ Phone or video conversations ○ Observing other professionals' sessions ○ Group work 	<ul style="list-style-type: none"> • Must include 150 hours CC per placement. • Must be completed in a setting providing typical Clinical Psychology services. • Direct client contact covers any interaction where you are actively engaging with, observing, or working on issues relevant to a client's psychological care. Includes: <ul style="list-style-type: none"> ○ Meeting with clients (inc. partners, siblings, teachers or referrers) ○ Phone or video conversations ○ Observing other professionals' sessions ○ Group work
Supervisor requirements	<ul style="list-style-type: none"> • General registration and listed on Psychology Board of Australia (PsyBA) • PsyBA approval to supervise provisional psychologists (maintained and current) • No conditions on registration 	<ul style="list-style-type: none"> • General registration and listed on Psychology Board of Australia (PsyBA) • PsyBA approval to supervise provisional psychologists (maintained and current); • No conditions on registration • Area of Practice Endorsement (AoPE) - Clinical psychology.
Supervisory contact	Minimum Supervision & Direct Observations	
	Fifth year placements (PSY568 & PSY569)	Sixth year placements (PSY570 & PSY571)
	<ul style="list-style-type: none"> • 1 hour per 7.5 hour placement • Minimum 6 direct observations per 300 placement hours 	<ul style="list-style-type: none"> • 1 hour per 15 hours of placement • Minimum 3 direct observations per 350 placement hours
	<ul style="list-style-type: none"> • Provide induction or ensure induction has been completed with host organisation. • Offsite supervisors to ensure onsite support is available to the student for safety and wellbeing. • No more than 50% of supervision may be group supervision. • All case notes and reports must be reviewed and co-signed. • Time spent reviewing notes, recordings, reports, and directly observing student work counts towards participation hours. 	
Insurance	<ul style="list-style-type: none"> • Charles Sturt provides insurance for all unpaid placements. • Employer must ensure there is insurance coverage where students are paid. • Refer to relevant Student Placement Agreement, Stream 1, 2 or 3 terms for more information. • Resource: Insurance - Current Students 	
Contacts & Resources	<ul style="list-style-type: none"> • Psychology - Faculty of Business, Justice and Behavioural Sciences • Incidents: Incident Risk Management System (IRMS) (anonymous option available) 	

Placement processes and forms

1. Pre-placement

- Supervisors to interview students, review the [Guidebook](#) & preview the [Student Supervisor Plan \(SSP\)](#) & [Placement Evaluation \(PE\)](#)
- Before offering placements. Discuss any concerns with a Placement Coordinator (Academic) (PCA) via [SOP- PCA@csu.edu.au](mailto:SOP-PCA@csu.edu.au)
- Students are expected to consult the university Guidebook and discuss placement suitability with their PCA.
- Students complete the [Placement Application](#) (PA), with supervisor input.
- Student to request supervisor CV or supervisor may wish to email a brief CV directly to [psychology- wpl@csu.edu.au](mailto:psychology-wpl@csu.edu.au) (Note: Please note student name in the email).
- Students are responsible to facilitate the completion of an individual Student Placement Agreement (SPA). The majority of placements will use these individual SPA templates:
 - [Stream 1](#): unpaid
 - [Stream 2](#): paid (student is employee)
 - [Stream 4](#): contractor
- *Note: Exception is when there is an overarching SPA already established, usually with larger organisations. To check if an overarching SPA exists or to arrange/amend one contact psychology-wpl@csu.edu.au*
- Due: Pre-placement forms and requirements must be submitted a minimum of 3 weeks before the proposed start date. (NSW Health must be submitted more than 4 weeks before the proposed start date due to ClinConnect and SPA requirements).
- **Placements must not commence until the university has formally approved it** via email. During peak periods, this may be provided as an interim approval.

2. Placement approval and Student Supervisor Plan

- Placements are process by the Work-integrated Learning (WIL) team and approved by the Placement Coordinator (Academic) (PCA).
- **Conditional approval is provided by the university to commence placement until the [Student Supervisor Plan \(SSP\) is submitted and approved by the PCA](#)**
- Placement approval is provided by email from the WIL team to the host, supervisor and the student. During peak periods an interim approval may be issued, followed by a formal approval within a few weeks.
- Students must regularly complete a Log Book and record details of supervision sessions.
- Supervisors must regularly sign off the Log Book and Supervision sessions.
- The primary supervisor, in collaboration with the student and other supervisors completes the SSP. The SSP must be submitted within two weeks of placement commencement. A unique InPlace link will be emailed to the primary supervisor to complete the online SSP form.
- Students can download and share the approved SSP

3. Mid-Placement Review (MPR)

- Completed halfway through the placement. Used to document progress, review SSP, discuss concerns, check competencies and establish improvement plans.
- Supervisor should contact the PCA or WIL team at any time if issues arise - don't wait for the MPR.
- Students must provide their MPR form and **supervisor signed** Log Books and Supervision Sessions up to the MPR point to WIL.

4. Post-placement forms (PPF)

- Supervisors complete and submit Placement Evaluation (PE), via a unique emailed link.
- Supervisors to discuss PE with student before submitting and must indicate competency areas not yet achieved.
- A preview on the PE can be viewed here: [PE preview](#)
- Students must provide completed Log Book and Supervision Sessions (**supervisor signed**)
Students must submit the [Complete Placement Hours Summary](#) within four weeks of finishing placement (**supervisor signed**)