

1 April 2019



ANNUAL PRACTICE REVIEW

The New Zealand Christian Counsellors Association is dedicated to ensuring that the services offered by our members are safe and of an acceptable standard. In the current climate of accountability, ongoing and regular appraisal of practitioners' work is now generally required for all professionals.

Whilst we are not a statutory body, we are charged with being able to vouch for the acceptable standards of practice of our members. To that end we have been and will continue to be proactive in assisting our members to:

1. Annually review their practice; and
2. Complete documentation that can be held for a period of five years both by members (the Criteria Assessment) and the Association (the Summary Form) as a record that a review process has been undertaken & completed in the event of an external inquiry being made.

The Annual Practice Criteria Assessment provides a framework you can use to reflect on the generic aspects of your counselling practice. This process, including completing the review forms, needs to be done in association with your supervisor(s). Many of the aspects covered in the review documents will simply be a part of your regular supervision process and can therefore be quickly completed. Other aspects (especially the pages which are to be returned to NZCCA) will probably need some additional discussion and more careful consideration.

2019 Annual Practice Criteria Assessment Form

Complete this form (pages 1, 2 and 3) **and securely file it in YOUR Practice Records.**

Requirements for Supervisors of NZCCA Members Letter and Supervision Form 2019

Please note the requirements for supervisors of NZCCA Members. Your supervisor will need to complete the 'Supervision Form 2019' form **ONLY if they do not meet NZCCA requirements and have not previously submitted details for our database.** If required, please send this form in with your Annual Review Summary form. It will be assessed as to your supervisor's suitability, and if approved, will be noted for future approvals.

2019 Annual Practice Review Summary Form

Please print this form *SINGLE SIDED* and complete it in association with your supervisor. Remember to:

- Include strengths and areas for ongoing development.
- **Ensure that this form is signed by both you and your supervisor.** If you are seeing more than one supervisor, please send in a supervision report from EACH of your supervisors (copy pages 3 – 5).
- Ensure each question has been answered.

(continued over)

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- Complete the checklist at the end of this form before sending to the office.
- Pay the membership fee – refer to the payment options on page 1 of the Summary Form.
- Send your '2019 Annual Practice Review Summary Form' (all 5 pages), the 'Supervision Form 2019' (if necessary) and your payment to NZCCA PO Box 97 073, Manukau, Auckland 2241 by the **31st May 2019**.

Please note that if your form is not complete, or is not signed, we will need to return it to you for completion. This could hinder your renewal process and ultimately lead to the cancellation of your membership. A late processing fee of \$50 will be added to any renewals not completed by 30th June 2019 (Forms and/or payment). If for some reason it is not possible for you to return the forms before **31st May 2019**, please contact us prior to that date to discuss.

We trust you will find this year's process both encouraging and affirming of your work. Ongoing comments on the process are welcome. Once we receive both payment of your membership fee **AND** the return of your satisfactorily completed Annual Review Forms, you will receive your Annual Certificate of Practice.

Thank you and let me know if you have any questions.

God Bless,



Craig Sergeant
NZCCA Association Coordinator
(On behalf of the Membership Committee)