All practice placement documents are available on the PPU website at: https://practiceplacements.leeds.ac.uk/counselling-and-psychotherapy

**Step 4A**

If you have a supervisor you would like to work with who is not approved by the University of Leeds the supervisor must:

* Access the supervisor network application form on the PPU website
* Supervisor must complete and return the application for supervisors’ network to the supervisor co-ordinator for approval
* If the supervisor is successful they will be added to the supervisors network

**Step 5**

Meet with approved supervisor prior to commencing placement

**Step 6A**

If the placement provider requests a fitness to practice statement this can be provided by the module leader for HECS5183 once the student has successfully completed the skills assessment in semester 1

**Step 3A**

If you have a placement provider you would like to work with who is not approved by the University of Leeds the placement provider must:

* Complete the counselling placement audit available on the PPU website and return to placement co-ordinator
* If the placement provider is successful they will be added to the placement provider list

**Step 3**

Select a placement provider from the approved list available on Minerva. **Majority of client contact hours must be face to face.**

**Step 4**

Select an approved supervisor from the supervisor network. List available on Minerva.  **It is recommended that supervision is face to face.**

**Step 6**

Complete four way agreement with your supervisor, placement provider and placement co-ordinator prior to commencing your placement. You must meet with your supervisor a minimum of every 2 weeks. For every 6 client hours you must have at least 1 hour supervision.

**Please note: you MUST NOT see clients until your placement and supervisor are approved by the university and all parties have signed a four way agreement. Failure to follow this procedure can result in fitness to practice investigation.**

**Step 1**

Students must select a personal therapist with who they will complete 70 hours of personal therapy. **Personal therapy MUST take place face to face and the therapist must work in a relational way (BACP find a therapist, psychology today, etc)**

**Step 2**

Complete personal therapist form and return to PPU at [placements@healthcare.leeds.ac.uk](mailto:placements@healthcare.leeds.ac.uk). **Please note: Students cannot progress to semester 2 of year 1 without a personal therapist.**