|  |
| --- |
| ***Please note:*** *This document is to be completed by the Professional Supervisor with a copy to be provided to the supervisee.* ***While the use of this document is not a requirement, FCVic encourages its use in one on one professional supervision sessions.***  *A minimum of 50% your total annual supervision requirement needs to be made up by one on one supervision sessions with a professional supervisor accredited by FCVic.* |

**Supervisee Name: Professional Supervisor:**

|  |  |  |
| --- | --- | --- |
| **CORE DISCUSSION ITEMS** | **ISSUES DISCUSSED** | **AGREED ACTIONS / RESPONSIBILITIES / TIMELINE** |
| 1. **Support**   (Tick items discussed)   * Well being * Work relationships   + Within program   + Within site   + Organisational * Personal Issues affecting work practices * Communication |  |  |
| 1. **Case work**   (Tick items discussed)   * Workload balance * Case Discussions * Case work complexities identified * Role clarifications * Interventions * Identification of systemic issues * Challenges |  |  |

|  |  |
| --- | --- |
| **ITEMS FOR DISCUSSION** | **COMMENTS** |
| 1. **Professional Development**   (Tick items discussed)   * Sector changes * Professional development opportunities |  |
| 1. **Other**   (Any other items for discussion)   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Additional notes**

**Signature: Date:**