

Supervision Agreement Template

There is no blanket approach to supervision. Everyone has their own style and needs, so it will be up to the supervisee and the supervisor to determine what works best for each pair.

When approaching your supervision, it can also be good practice to establish a supervision contract or agreement between the supervisor and supervisee. If employed, your employer may have their own supervision contract that you would be expected to use. Your professional body may also have examples or templates that you may wish to consider.

The template below provides a set of factors that you could consider to help approach your supervision effectively, and that you might wish to include in a future contract. Where possible, this agreement should be considered by both the supervisor and supervisee together from the outset, so that participants have a clear and shared understanding of what the supervision will entail, as well as their responsibilities and objectives.

For suggestions about how to structure your supervision and what to discuss, take a look at our Supervision Recording Template.

What's the aim or purpose of your supervision?

It's important that your supervision has a clear focus. You should try to keep the purpose of your supervision as targeted as possible by identifying clear actions and objectives. To help focus your supervision, you should try answer the following questions.

What area does your supervision relate to?

Do you need assistance with a particular task, or work planning?

What learning or development needs do you have, and how will supervision help you achieve these?

What structure will your supervision take?

Will your supervision take place on a one-to-one basis? Or would peer, or group supervision be more appropriate?

Will your supervision take place face-to-face or remotely? If face-to-face, will direct or indirect supervision be required?

When considering these questions, you should think about whether you have a particular learning need, and the nature of the task, and how this will best be

achieved. You should also think about your personal learning style, and what works best for you.

How frequent will your supervision be?

Will the supervision take place weekly, fortnightly or monthly? Or would a one-off session be appropriate?

What will the duration of the supervision be?

Will the supervision take place at a particular time of day?

Have you both set aside protected time?

Where will the supervision take place?

Will you require access to specific facilities, resources or equipment?

Is there sufficient privacy, and will you be able to maintain confidentiality?

Is there an acceptable level of background noise?

Will you be disrupted or distracted?

Where your supervision takes place will also depend on the nature of the activity, as well as the options available to you. Wherever you hold your supervision, it's important that the supervisee feels confident to openly reflect on their practice, and that the supervisor is able to provide constructive feedback and advice.

Who will be supervising you?

It's important that the supervisor has the appropriate knowledge, skills and experience to conduct the supervision being requested.

Though cross-profession supervision is supported, you should consider whether the nature of your supervision will require support and oversight from a member of the same profession.

How will feedback be provided and what are the terms of confidentiality?

How will feedback be provided to the supervisee, and the supervisor?

What type of record will be kept, and how will this record be used?

Where will these records kept, and who will have access?

What are the confidentiality terms?

It's important both participants agree and have a shared understanding about confidentiality arrangements, and about which circumstances may require information to be shared. For example, if a wellbeing or fitness to practice concern should arise.