

**NOTE:** THIS GUIDANCE IS APPLICABLE ONLY FOR REGISTRATIONS UP TO AND INCLUDING 31<sup>ST</sup> AUGUST 2024.

## TCSU-L6 - Guidance to Writing External Assessment Case Review

### Purpose of the Case Review:

The Case Review is expected to show that you have developed the skills and knowledge necessary to work safely and effectively within the supervisory relationship.

It should provide a coherent summary of your supervision work with ONE supervisee drawn from your supervision work during the life of the course. You need to give specific examples from your work throughout, which may include brief examples of what was said where relevant, but the Case Review should not be a transcript, nor should it be a session-by-session account. **Confidentiality must be maintained at all times.**

The Case Review should:

- reflect a sound underpinning of integrated supervision theory and skills
- evidence a clear understanding of the supervision relationship and the supervision process including how they both impact on the therapeutic relationship between counsellor and client
- show how you work within, and support your supervisee to work within, an ethical framework
- critically reflect on how your use of supervisory supervision enhanced your work.

### Writing the Case Review:

The Case Review does not have to be completed under exam conditions, but it must be all your own work and must not have been previously assessed by your tutor.

The total word count, including all quotations, must be between 3,000 – 3,500 words.

The seven section headings, footnotes and the bibliography are not included in the word count. Appendices and other material are not required and will not be marked. Case Reviews exceeding the maximum word count will be deemed **Not Proficient**.

Please reference your work accurately and include a bibliography at the end. Attach and sign the cover sheet given to you by your tutor prior to the date for submission of your Case Review.

Case Reviews are only accepted as a word-processed document. CPCAB are unable to accept Case Reviews in PDF format. The document should be created using double line spacing, wide margins and page numbering, with your name and candidate number on the top or bottom of each page. The word count should be noted per section, with a summative count at the end.

Hard copies of Case Reviews, unless agreed in advance with CPCAB in the form of a Reasonable Adjustment, are not able to be assessed.

Please discuss any additional needs with your training centre's learning support department.

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Where candidates have selected a client for a verbal case presentation as part of the Internal Assessment (IA) the same client could also be selected as the subject of the Case Review submission for External Assessment (EA). It is however essential that a candidate does not plagiarise their own work and the Case Review for EA is an entirely new piece of work and has not been previously assessed in any way by the tutor.

Common mistakes are –

- being unable to integrate supervision skills and theory sufficiently
- paying insufficient attention to the counsellor and client relationship
- lack of application of learning from own supervisory supervision
- not showing adequate critical reflection and evaluation
- running out of words by sections 6 and 7

#### **Resits and Not Proficient candidates:**

If you are Not Proficient in the external assessment your tutor can book an appointment with CPCAB to get verbal feedback in order to offer you guidance for re-sitting the Case Review. If you choose to re-sit this assessment **you must write a new Case Review based on a different client**. You will be required to sign the cover sheet to confirm that your resubmission is based on a different client.

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## **Structure of the Case Review**

The Case Review must be structured using each of the **seven section headings** below. Under each section there are ticked bullet points which state what you must evidence in order to achieve full marks for that section.

### **1. Context and boundaries of work**

- *Describe the context in which you work showing understanding of the boundaries and ethical framework for your supervision practice.*

#### **You must:**

- ✓ Describe the context and setting where you provide supervision.
- ✓ Describe how you negotiated a supervisor/supervisee agreement with this particular supervisee.
- ✓ Explain how an ethical framework informs your work as a supervisor.

### **2. Assessment**

- *Use a coherent framework to arrive at an initial and on-going assessment of your supervisee's developmental needs.*

#### **You must:**

- ✓ Show how you applied your understanding of a coherent framework to assess your supervisee's initial supervisory needs.
- ✓ Give examples of how you recognised and responded to your supervisee's changing needs.

### **3. Awareness of diversity issues**

- *Work with awareness of diversity issues*

#### **You must:**

- ✓ Critically reflect on issues of diversity between you and your supervisee
- ✓ Show how you worked with these issues to enhance the supervision relationship
- ✓ Give examples of how you supported and challenged your supervisee to work with issues of diversity in the client work.

### **4. Development of the supervision relationship and the supervision process**

- *Work with aspects of the supervision relationship and the supervision process.*

#### **You must:**

- ✓ Critically evaluate the quality of the supervisory relationship and give examples of how it contributed to the supervision process.
- ✓ Give examples of how you supported and challenged your supervisee to understand and work with the counselling relationship for the benefit of the client.

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### **5. Use of self-awareness in the supervisory process**

- *Reflect on how you used and encouraged self-awareness in the supervisory process.*

**You must:**

- ✓ Critically reflect on your internal responses to your supervisee and show how you used self-awareness to enhance the supervisory process.
- ✓ Evaluate how you used supervision skills to enable your supervisee to use self-awareness to enhance the counselling process.

### **6. Theory underpinning skills**

- *Work within a coherent framework of supervision theory and skills.*

**You must:**

- ✓ Describe ONE theoretical model of supervision and give examples of how this informed your supervision work.
- ✓ Give examples of how the supervision work impacted on the supervisee's work with their client.

### **7. Use of supervisory supervision**

- *Use supervisory supervision to inform and support your work with this supervisee.*

**You must:**

- ✓ Critically reflect on how supervisory supervision has supported and challenged you in your supervision work with this supervisee.
- ✓ Give specific examples of when you have used insights and learning from supervisory supervision to inform and enhance your work with this supervisee.

#### **Marking scheme:**

Each section of the Case Review is awarded between 0 and 3 marks on the following basis:

0 = no evidence	1 = minimum evidence
2 = satisfactory evidence	3 = robust evidence

You must achieve at least ONE mark in each section and an overall mark of 11 out of 21 to be assessed as Proficient. ½ marks can be awarded.

Please note that each section carries equal marks (3), so you are advised to take this into account when deciding how much to write in each section.