

CHECKLIST FOR INDIVIDUALISED COUNSELLING INTERNSHIP PROGRAMMES

Use the checklist below to ensure that the package you send contains all the information required to accredit the programme.

Tick off and sign this page and include it with the application package.

Name: _____ Student Psychologist registration number: _____

BACKGROUND	I have included the following	Tick off ✓	Office use only Admin	Office use only Board
Biographical details	Intern, internship institution, supervisor, university, university-based supervisor (include all PS numbers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period	Exact dates from first to last day (first six months uninterrupted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Context and staffing of site	1. Describe profile of institution and department/division within institution in which the internship will be accommodated. 2. Describe professional team members that will assist in supervision and mentoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spectrum of cases	Across age groups, types of issues, full range of diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities and resources available to you	A description of facilities, training site(s), tests available to intern – tests on Form 207, other resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOMAINS	Indicators			
<i>Using the percentages and hours as a guide, provide a table indicating how per week you have tailored your programme. The total percentage should not exceed 100.</i>	HPCSA Forms 160, 105, 207, 208 have been consulted and used in the development of the internship training programme. The activities within the domains are focused on behaviour-related processes and interventions pertaining to the activities below:			
Psychometry and Psychological Assessment of children, adolescents and adults (Minimum 20%)	The mastering of Psychological and Psychometric assessment procedures according to Form 207 and 208, including intake interviews, assessment, scoring, interpretation of data, integration of results, report writing on the case and feedback to clients (This should be done in accordance with the relevant legislation and HPCSA policies). This includes Career Counselling Procedures			
Counselling and/or Psychotherapy of children and adolescents (Minimum 15%)	Application of counselling or therapeutic models of a preventive, developmental and curative nature, of children and adolescents, within the scope of practice of Counselling Psychology			
Counselling and/ or Psychotherapy of adults, couples and families (Minimum 20%)	Application of counselling and/ or therapeutic models of a preventive, developmental and curative nature of adults, couples and families within the scope of practice of Counselling Psychology			
Trauma, HIV, Psycho-Legal and Community matters (Minimum 10%)	Exposure to the management of trauma, HIV and relevant legislative matters relating to children, adolescents and adults, as well as appropriate community engagement			
Internship training programme and supervision (Minimum 15%)	Personal moulding, mentoring and training should be included in the programme and ensure a sound theoretical and ethical underpinning of all assessments, counselling and therapeutic interventions. The programme should demonstrate a variety of psychological theories, methods and techniques and include quarterly feedback to the Intern Counselling Psychologist and Training Institution. An Intern Counselling Psychologist should exit the programme as a competent professional who can practice ethically in the South African context			
Ethical and professional matters (Minimum 15%)	Relevant legislation, Ethics and Professionalism should be an integral part of the entire programme			
Practice management and entrepreneurial matters (Minimum 5%)	Intern Counselling Psychologists should be engaged to master the skills of practice management as well as development of entrepreneurial skills and job creation			

ATTACHMENTS				
Programme overview for full year (1x A4 page)	52 weeks including 4 weeks leave (260 working days)			
Detailed weekly programme	40 hours per week (excluding breaks) (If multiple sites, indicate which day(s) per site)			
List of psychological tests to be used	Psychometric tests that will be used are listed in the internship programme and have been aligned to the List of Tests classified as being Psychological tests (Form 207) and the "Policy on the Classification of psychometric measuring devices, instruments, methods and techniques" (Form 208)			
Important supplementary documents	I have completed HPCSA Forms 23 and 26 PSIN, adhered to all the requirements therein and provided all supporting documents as indicated.			
Signed letters	<p><i>Source:</i></p> <ul style="list-style-type: none"> • Training institution • Supervisor at training institution • Supervising university 			
A declaration of my intention to adhere to general psychology internship requirements	<ul style="list-style-type: none"> • Maintaining a portfolio of evidence (PoE) • Maintaining a logbook of all activities and structured supervision events (includes minutes of meetings) • The timely formulation and submission of three quarterly reports and one final integrated report • Scheduling formalised and structured supervision sessions with 1. the internal supervisor (40 hours) and 2. the university-based supervisor (4 sessions) • Reflection on learning that occurred and the acquisition of counselling related competencies • Reflection on personal growth • Reflection on areas of further development • Accounting for the ethical challenges inherent in all actions and interventions. 			

Signature: _____

Date: _____