



Psychotherapy & Counselling
Federation of Australia

PACFA Register - Audit Guidelines

Background

For the 2013/14 registration renewal period, (due on 31/7/13), Registrants are required to submit their professional development and supervision documents as usual, as detailed in the Renewal Form.

Commencing from the next renewal period (for the period 1/7/14 to 30/5/15), PACFA is introducing a Registration Audit System. This will support PACFA's new on-line membership system which will include on-line renewals. The Audit System will be implemented in accordance with these Guidelines.

Under the new system, Registrants will no longer need to provide PACFA with documents each year to support their registration renewal. Instead, Registrants will sign an on-line declaration each year stating that they have met the renewal requirements and will be required to keep their renewal documents in a Professional Portfolio for a three year period until the documents are audited. ***It is essential that you keep all of your renewal documentation until your audit takes place.*** All Registrants will be audited once every three years.

The Audit Process

1. PACFA Registrants will be notified by email that their audit is taking place and requested to supply copies of their renewal documentation. To complete the audit, Registrants will be asked to submit one year of renewal documents from the previous three-year period.
2. The Registrant's Member Association will be notified by email when an audit is taking place.
3. In the first 3 years of the audit system, Registrants will only be required to submit documents that were not already submitted under the old renewal system. After that, Registrants may be asked to submit their renewal documentation for any one year out of the previous three-year period. ***All Registrants will be audited once every three years.***
4. Registrants will be given a 3 weeks to send the required documents to PACFA office.
5. Registrants who do not provide documentation by the due date, or who provide documentation that is unsatisfactory, will be given a final notice to provide the required documentation within another 3 weeks.
6. Failure to submit the requested documents, or to provide satisfactory audit documents that demonstrate that the renewal requirements were met during the period being audited, will result in cancellation of PACFA registration.
7. Registrants who do not complete the audit successfully will be removed from the PACFA Register and will be formally notified of this outcome.
8. Registrants who complete the audit successfully will be formally notified of this outcome.

Documents You Are Required to Keep

For PACFA registration renewal, Registrants are required to comply with the PACFA Registration Renewal Requirements. For details, please refer to the Register Renewal Requirements, which are available for download at www.pacfa.org.au.

Registrants should keep their registration renewal documentation in their Professional Portfolio for a period of three years until they are audited. The portfolio has 5 sections:

1. Professional development records
2. Supervision records
3. Professional Indemnity Insurance records
4. Member Association membership records
5. Ethical conduct records

1. Professional Development records

Registrants are required to keep evidence of professional development activities for the 3 year period since the previous audit. Acceptable evidence would be attendance certificates or payment receipts. In accordance with the PACFA Renewal Requirements, ***only professional development activities relating to counselling and psychotherapy practice will be accepted.***

2. Supervision records

Registrants need to keep supervision records which have been signed by their supervisor for the 3 year period since the previous audit. Registrants should use the ***Supervision and Client Contact Verification Form*** which is contained in Appendix A to these Guidelines. Supervision must comply with the PACFA Renewal Requirements. Only eligible Clinical Registrants may claim peer supervision.

3. Professional Indemnity Insurance records

Registrants are required to keep proof that they have been covered by professional indemnity insurance for the 3 year period since the previous audit. For example, a Certificate of Currency for the period being audited is required, or a letter from the Registrant's employer stating that the Registrant was covered by the employer's insurance during the period being audited.

4. Member Association membership records

Registrants are required to keep proof that they have been a member of a PACFA Member Association for the 3 year period since the previous audit. For example, a Membership Certificate or receipt for payment of membership fees for the period being audited.

5. Ethical conduct records

Registrants need to provide information and documentation about any ethical conduct issues that have arisen during the period being audited.

Appeal Process

Registrants who are removed from the Register due to an unsuccessful audit outcome have the right of appeal. For more information on the Register Appeal Process, go to www.pacfa.org.au or click here to download see the PACFA Register Requirements and Appeal Process, available for download at www.pacfa.org.au.

Supervision and Client Contact Verification Form

(Please complete a separate form for each supervisor)

Practitioner's Name:				
Reporting Period:	Start date:	1/7/13	End date:	30/6/14
TOTAL Client Contact Hours:	TOTAL Client Contact Hours in Reporting Period:			

SUPERVISOR'S DETAILS

Supervisor's Name:			
Supervisor's Practice Address:			
Supervisor's Qualifications:			
Contact Phone No:		Email:	

SUPERVISION HOURS

Start Date	End Date	Supervisor's Name	Supervision Type Individual / Group / Peer (for eligible practitioners only)	No of Participants in Group Maximum of 6 participants	Supervision Category Student Supervision / Intern Supervision / Supervision General / Supervision of mental health practice/ Supervision of supervision practice	Time (in hours)
TOTAL THIS PERIOD						

SIGNATURES

Supervisor: _____ Date: _____ Practitioner: _____ Date: _____