

CEC Accreditation Supervision Contract

CEC supervision is a formal conversation held on a regular basis to provide support, ensure accreditation requirements are met, reflect on and evaluate the supervisee and CEC practice outcomes. It facilitates a process for the maintenance of skills, knowledge and competencies in the role. It is collaborative and interactive and incorporates a number of key outcomes. It is an opportunity to engage the supervisee in reflection and supports the worker to maintain performance excellence. CEC supervision is both a tool and process to develop and maintain competency and best practice outcomes in a supportive and positive environment

1. Frequency

CEC supervision between will be held between (CEC) _____ and _____ (supervisor) on a monthly/two-monthly/quarterly basis. The cost of the supervision is at the cost of **the supervisee**. The agreed supervisory costs will be _____ **per session** with a 12 monthly review of this cost. The preferred booking of these sessions to maintain the integrity is via registered supervisors on thehelpnow.org

Supervision is to occur on a day and time suitable and agreed to by both parties. At the conclusion of each meeting a new time will be made with the CEC to ensure that frequency is maintained. Where it is not possible to schedule the next supervision meeting, either party will make contact via phone or email to set a new time. Where possible it is important for the supervision process for 12 meetings a year to be scheduled.

2. Supervisory Discussion

Supervision meetings are designed to generate discussion and reflection on a broad range of issues, situations, practice, and contexts including:

3. Environment

For CEC supervision to be valued and remain effective, it is important that all meetings are held in private (where ever possible) and with little interruptions or distractions. All mobiles are to be off or placed in silent mode. If mobiles need to be used as part of the CECs role and remain on, this needs to be discussed between the parties before the meeting commences.

4. Community Ethical Certified Professional

- As CEC supervision is based on safe, cultural and ethical practice it is considered part of the CEC accreditation. it is vital that both parties in the process conduct themselves within high performance principles (positive mindset, positive engagement, transparency, ethical practice).
- CEC Supervision is based on openness, honesty and cooperation.
- CEC supervision is based on a solution-focused approach allowing for options and solutions to be taken back into the workplace.
- Open and honest communication also ensures that both parties maintain a CEC and positive relationship in the coaching process.
- **Accreditation will rely on the supervisee to upload this document to the communityethics.cc Professional Accreditation Portal.**

5. Confidentiality and Privacy

- All information disclosed and gathered in the supervision process confidential.
- The only disclaimer with this is if it is brought to the supervisor's attention there is potential harm to the staff member, a client/consumer or property or it is a requirement of the organisation to supply the minutes.

- If a situation arises where the supervisor is required to break confidentiality of the CEC, where relevant in the first instance it will be discussed.
- Minutes may be recorded during meetings for the purpose of future planning, task work and formulating future agendas. At all times this information is available to the CEC and a copy is provided after each meeting or link to their file. Any minutes or notes taken are to be stored in an appropriately secured place to ensure privacy is maintained. Only relevant information is gathered and the Privacy Principles are adhered to in relation to the management of information.

We have read, understood and agree with the details of the supervision agreement

Supervisor Name	
Signature	
Supervisee Name	
Signature	
Date	