



COUNSELLING CONTRACT

Counselling Approach:

I truly believe that clients have the desire and the capacity to fulfill their true potential, and that they are the experts on their own lives. I will work with you to help you understand yourself more fully and to find the inner resources that you have by gaining a greater self-awareness and trust in yourself. I believe that you will be able to make positive changes that can lead to a more satisfying life.

Confidentiality:

The content of the sessions will be treated as highly confidential. There may be times I will need to discuss my work with my supervisor, in which case I will only use your first name, and not any other identifying details of you. There are, however, a few circumstances in which I may be required to break confidentiality - these are as follows:

- If I consider you to be at risk of seriously harming yourself or someone else;
- If your counselling records have been requested by a court of law;
- If another party or agency has requested your information, and you have agreed and have provided your written consent to sharing this information with them.

Availability:

During normal business hours (9.00 – 17:00 hrs) Monday-Friday

After normal business hour sessions can be arranged up until 19:00 hrs

09.00 – 12:00 hrs Sat can be arranged.

Face to face can also be arranged.

Sessions:

Counselling sessions will generally be on-line.

Our initial contract will run for 6 sessions, with a review after the 3rd session. Another review will happen after the 6th session, where we will review the counselling process and negotiate any further sessions as appropriate.

Normally we will meet on a weekly basis at a regular time. The duration of counselling session is generally 1 hour.

Payments/Cancellations:

Each 1 hour session costs \$120 (this includes a \$20 booking fee to reserve a session). Payment will be taken prior to the beginning of each session and can be made by credit card or Paypal on-line. Late cancellation fees are payable as follows: 0-24 hours notice = 50% of the full session fee payable. (This fee maybe waived depending on circumstances).

Record Keeping:

I will take notes during each session to help me keep track of our progress together. These notes will be stored in a private and secure location and may be viewed by you only, if you so wish. Your counselling records will be kept by my service for a period of seven (7) years from the date of your last contact with my service.

Email/Telephone Contact:

Email or telephone contact will be limited to practical arrangements only. I cannot enter into telephone or email counselling except by prior arrangement. If you are faced with an emergency in between sessions, please contact the appropriate emergency service.

In a life- threatening situation, call 000 without delay, 112 is a secondary emergency number that can be dialled from mobile phones in Australia.

Ending Counselling:

Normally, the end of counselling would be by mutual agreement. However, you have the right to end your counselling at any time. I would appreciate you letting me know if you decide not to return to counselling by giving me at least 48 hours notice. If at any time I feel that my counselling is no longer appropriate for you, I will discuss this with you and may suggest discontinuation or a referral to a more appropriate service.

Client Signature: _____

Date: _____

Counsellor Signature: _____

Date: _____



ABN 61593423179

 **AIPC** Australian Institute of Professional Counsellors