

## Supervision Package Policy (10-Session Pack)

### 1. Purpose of the Package

This package is designed to support early-career therapists during their first year of practice. It offers cost-effective, regular supervision with an ACA-registered supervisor to assist with clinical development, ethical practice, and professional wellbeing.

### 2. Package Details

- The 10-session supervision package is priced at \$1,000 total (equivalent to \$100 per session, reduced from the standard rate of \$170).
- Sessions must be used within 12 months of purchase.
- Unused sessions after 12 months will be forfeited, are non-refundable, and the timeframe cannot be extended.
- Sessions may be held online or in-person (subject to availability).
- Payment plans are available upon request (details in Section 3)
- Sessions must not be scheduled more than one month apart, to support continuity of clinical practice and professional development. Due to Irene's schedule we recommend to book the 10 sessions in advance to ensure your spot is available.
- Unused sessions

### 3. Payment Terms

- Full payment or commencement of an agreed payment plan is required before the first supervision session.
- Payment plans must be honoured as agreed.
- If a payment is missed, the next supervision session may be postponed until payment is up to date.
- Fees are inclusive of GST (if applicable) and comply with Australian Consumer Law transparency requirements.

#### Payment Plan Structure

The payment plan is divided into three instalments:

1. First payment ( $\frac{1}{3}$  of total) — due at the time of purchase
2. Second payment ( $\frac{1}{3}$  of total) — due at Session #3 or 3 months from the beginning of the plan
3. Third payment ( $\frac{1}{3}$  of total) — due at Session #5 or 5 months from the beginning of the plan

Payment plan conditions:

- Instalments must be paid on or before the scheduled session.

- If a payment is overdue, future sessions may be postponed until payments are up to date.
- Fees are transparent and comply with Australian Consumer Law.

## 4. Cancellations & Rescheduling

To support fairness and the effective use of clinical time:

- Sessions cancelled with more than 24 hours' notice may be rescheduled without cost.
- Sessions cancelled with less than 24 hours' notice, or non-attendance, will be counted as used and deducted from the package.
- Emergency circumstances may be considered at the supervisor's discretion.

This aligns with PACFA and ACA's recommendations for clear communication and professional boundaries.

### Booking Recommendation

Due to Irene's schedule and high demand, supervisees are strongly encouraged to book all 10 sessions in advance. This ensures preferred time slots are available and supports regular, consistent supervision throughout the year.

## 5. Refunds

The package is offered at a significantly discounted rate; therefore:

- Refunds are generally not provided once sessions have been purchased.
- In accordance with Australian Consumer Law, a refund may be considered only if:
  - The service has not been provided as described, or
  - The practitioner is unable to deliver the supervision for the remainder of the package.
- If a refund is approved, used sessions are charged at the full supervision rate (\$170 each), and the remainder refunded.

## 6. Transferability

- Session packs are non-transferable to other practitioners.
- They cannot be shared between multiple supervisees.
- Sessions must be used by the original supervisee within the 12-month period.

## 7. Professional & Ethical Framework

All supervision is provided in alignment with:

- PACFA and ACA Code of Ethics
- ACA Supervision Training Standards
- Confidentiality requirements under Australian law

- The supervisor's professional obligations, including limits to confidentiality

## 8. Use of Supervision Hours

- Hours count toward ACA
- It is the supervisee's responsibility to ensure the hours meet their specific professional body's criteria.

## 9. Termination of Supervision

Either party may terminate the supervision relationship if:

- Ethical concerns arise,
- The supervision is no longer appropriate,
- Professional fit is no longer adequate,
- Or supervision needs shift.

Unused sessions follow the refund conditions listed above.

## 10. Acceptance of Terms

By purchasing the package, supervisees acknowledge they have read, understood, and agreed to the terms of this policy.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_