



## Log Book

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- Information contained:
  - Nature, dates and hours of:
    - Casework undertaken (specifying nature of client work undertaken i.e. client characteristics, issues and diagnoses, context of client contact, assessment or intervention procedures, contact with carers/school teachers etc) (no identifiable client information to be included);
    - Supervision, with group supervision clearly differentiated from individual (i.e. one-on-one) supervision;
    - Other practica activities undertaken.
  - Student progress over time, relevant to supervision or casework issues, via supervisor comments in the “supervisor comments” column (especially in relation to areas covered by the initial Supervision Contract, Mid-placement Evaluation and Final Placement Evaluation forms).
- A single log book is to be commenced in the 5<sup>th</sup> year of studies and carried over into the 6<sup>th</sup> and subsequent years of professional postgraduate training.
- Supervisors are required to regularly endorse, by signed notation, that the log book is a true reflection of the practica undertaken (student to sign each page also). Supervisors are to also provide a final check of the log book and confirm with signature.
- Students are to regularly provide completed and signed pages of the log book to the UNE placement coordinator on a monthly basis while on placement (with copies kept by the student and field supervisor).
- Guidelines for use:
  - Each page of the log book is to be tallied up to provide a “running total” which is then carried over to the next page.
  - “Total hours” are derived by adding “other” hours to the supervision and client contact hours (i.e. the total of all four columns).
  - Students may find it easier to record contact in minutes, rather than hours and part-hours, and then divide the total by 60 to obtain number of hours (this can simplify the adding of figures such as 1½ hours, 20 minutes, 5 minutes, ¾ hour etc).

### Reference

The Australian Psychology Accreditation Council (APAC) (2009). *Rules for Accreditation and Accreditation Standards for Psychology Courses, section 5.1.17*. Available at [http://www.apac.psychology.org.au/Assets/Files/APAC\\_Rules\\_for\\_Accreditation\\_&\\_Accreditation\\_Standards\\_for\\_Psychology\\_Courses\\_16\\_09\\_09.pdf](http://www.apac.psychology.org.au/Assets/Files/APAC_Rules_for_Accreditation_&_Accreditation_Standards_for_Psychology_Courses_16_09_09.pdf)