Citizens' Counselling Centre
Information Sheet for Prospective Practicum Students

Citizens' Counselling Centre is a volunteer counselling agency serving the adult population of Greater Victoria and beyond. We offer individual and couples counselling by telephone, video or in person. Clients receive short-term counselling for one to eleven sessions on a sliding fee scale. We also hold psycho-educational groups up to three times a year.

We have a small paid staff who train, organize, and supervise a large complement of volunteer counsellors (over 100 active counsellors and practicum students at any one time). All volunteer counsellors are trained and supervised by our professional supervisors who are all registered with the BC Association of Clinical Counsellors (BCACC).

We welcome your interest and invite you to visit our website to get an overview of the services offered to the public: citizenscounselling.com/services

Applying for a Practicum

We accept students who are in a Master's level program in counselling or a related field. We prefer those students who are affiliated with accredited institutions where we have an established relationship (E.g. City University, University of Victoria, Yorkville, Athabasca).

All students will be required to attend an in-person pre-practicum' to prepare them for working with Citizens' clients. These sessions are generally 4 – 6 hours in length and occur before the practicum begins.

We require a current Criminal Record Check (we will provide a letter which will reduce or eliminate any cost to you), and a signed Letter of Agreement which outlines responsibilities of the student, the Centre, and the Centre Supervisor who is responsible for the evaluation of the student.

What you can expect to get and to do as a Practicum Student

- A three-hour mandatory in-person Orientation to the agency.
- A one-hour in-person Orientation for matching clients to you and an overview of IntakeQ.
- Contact with a variety of clients and presenting issues.
- Variety of experience depending on your needs and desires —individual counselling, group co-facilitation.
- Professional supervision (see the Practicum Students Supervision Ratio chart). Currently we have Supervisors on site Monday, Tuesday, Wednesday, and Thursday. Practicum Group Supervision is in person on Tuesdays 2:00 – 4:00 p.m. every two weeks. The amount of individual supervision offered is determined by the number of clients you are seeing. Please note that Citizens' Supervision Ratio may not meet the expectations of your academic programme. You may need to find external supervision in addition to that offered by Citizens'.
- Minimum but adequate on-line 'paper trail' with each client—you will be responsible for the completion of forms and collecting fees as required, and submitting fees as required.
- Scheduling of your own appointments with your clients. (We require at least one available evening with a minimum of 2 clients from 6:00 pm on.)
- Access to the library and resources of the Centre.
- Access to our on-line training manual and counsellor portal.
- Opportunity to participate in additional training seminars provided for volunteer counsellors.
- Most importantly we invite you to be part of our wonderful community of volunteer counsellors and to join us in delivering state of the heart counselling to our valued clients.

What will be expected of you

We are looking for mature students whose ongoing personal development is important to them and who have some skills in and knowledge of the adult counselling process (e.g. communication, reflective listening, empathy, contracting, interviewing, termination).

- Self directedness is highly valued. It is expected that you will be able to 'jump in' after an appropriate orientation to 'do the work' of counselling.
- Flexibility -- Because of our limited counselling space and busy staff, a good nature and flexibility is a decided asset. If your Supervisor is absent, we will make every effort to ensure you receive supervision for the time they are away. However, if you are unable to attend a supervision session you will not be able to "bank" or take extra supervision in the following weeks or month to make up for the missed session.
- Dependability in the making and keeping of contracts and appointments -- you will be largely on your own in these matters.
- Preparedness for supervision -- counselling sessions are audio recorded by you, and portions reviewed in supervision.

Second Practicum Placement When the First is at Citizens'

Students who are completing their first practicum with the Centre are welcome to apply for a second practicum. Expectations will be somewhat different. Where possible it is expected that the student will meet with a Centre Supervisor for possible approval to co-facilitate a group, to offer couples counselling and/or to challenge themselves in other ways during this second practicum. All students will be required to complete learning plans and bring them to supervision *before* they are accepted for a second practicum.

Fees – Initial Practicum (Payment Plan available)

100 to 150 sessions/hours	$1200
Up to 200 sessions/hours	$1450
Up to 250 sessions/hours	$1600
Up to 300 sessions/hours	$1800

Fees – Second Practicum

40 – 50 sessions/hours	$300
Up to 100 sessions/hours	$500
Up to 150 sessions/hours	$700
Up to 200 sessions/hours	$900

Partial Practicum Placements

Students may apply for a partial practicum if their main placement is not able to offer the required hours. Such placements will be considered individually. Fees will be charged on a pro-rated basis.