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**Supervision logbook**

All Authorised supervisors must complete the supervision logbook below for each supervisee and a copy of this should be stored for inspection by the IAA.

The Supervision log is only intended to be a summary of the supervisor/supervisees’ discussions and files reviewed. Detailed supervision records must be kept on individual clients’ files and the supervisee’s personal file. Such records must be available for inspection by the Commissioner.

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| **Organisation name** |  | **IAA Registration** **Number** |  |
| **Supervisor’s name** |  | **Supervisor’s IAA** **adviser number** |  |
| **Supervisee’s name** |  | **Authorised** **supervision period** |  |
| **Supervision** **commencement** **date** |  | **Signature of supervisor:** |

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| --- | --- | --- | --- |
| **Review of workDate and duration of meeting** | **Type of application reviewed** | **Summary of findings and learning points** | **Agreed action and training identified** |
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