**A close-up of a logo

AI-generated content may be incorrect.**

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** | |

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