



STUDENT COUNSELLING PROCEDURE

SECTION D - PROCEDURE

Related Policy

Student Counselling Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Orientation	
Counsellor	1.1	Provide information to the students in regard to SAIBT and CELUSA Counselling Services.	
		Availability of the Counsellor after hours	
Student	1.1	If urgent, and the counsellor is not in her office, students are welcome to make contact by mobile phone. Refer to the number on the orientation material.	
	2	Counsellor consultations in school hours	
Student or Student advocate	2.1	Contact the Counsellor directly by: <ul style="list-style-type: none"> • Email • Phone • Visiting the Counsellor's office. <p>NB. With the exception of emergencies it is the student's responsibility to ensure that appointment times are not in conflict with class times.</p>	
Counsellor	2.2	See the student immediately, if available, or make an appointment for another time.	
Counsellor	2.3	If required, refer the student to or work with an external professional.	
Counsellor or Student	2.4	Make any additional ongoing appointments as necessary.	
	3	Student records	
Counsellor	3.1	File the student information securely.	
	4	Reporting to SAIBT/CELUSA Executive Group	
Counsellor	4.1	Provide six monthly reports for periods ending December and June.	

D.2 Supporting Documentation

Related material	Location
Critical Incident Policy	SharePoint

Form templates	Retention time	Location
None		

Records (including completed forms)	Retention time	Location
Student Record		

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial procedure			
v1.1	<ul style="list-style-type: none"> • review • put into new template 	Student Counsellor	10/2015	Public