

## FormS1 - Application to become a SAFCA Professional Supervisor

Financial counsellors **with at least 3 years FTE (30 hours x 52 weeks x 3 years = 4,680 hours)** as a practising financial counsellor, and are a Full Member are invited to apply to become a SAFCA professional supervisor.

Guidelines on the supervision process and supervisor's role are outlined in the FCA National Supervision Policy. Please familiarise yourself with this policy before applying.

**If you are applying as an internal Agency Professional Supervisor, the application must include:**

- A Letter from your agency supporting the application, including how many Financial Counsellors you will be supervising
- At least one referee who is also a full SAFCA member with at least 3 years FTE experience as a financial counsellor.

**If you are providing Professional Supervision as an Independent Supervisor, the application must include:**

- At least one referee who is also a full SAFCA member with at least 3 years FTE experience as a financial counsellor. *Please note, if approved, you will be required to provide a copy of your professional indemnity insurance and you are asked to inform your employer that you want to become a professional supervisor in your own time.*

**Please email the *completed form and ALL required attachments* to [steffany@safca.org.au](mailto:steffany@safca.org.au)**

***incomplete applications will not be accepted***

<b>Name</b>			<b>FC Registration Number</b>	
<b>Postal Address</b>				
<b>Phone Contact</b>	<b>Work</b>		<b>Mobile</b>	
<b>Email Address</b>				
<b>Your Agency</b>			<b>Your Role</b>	

- I am an existing Full Member of SAFCA.
- I am available to supervise members within the agency I work in (optional).
- I am available to supervise members in other agencies (optional)
- If an internal professional supervisor, my agency is willing to support my application and is aware of the need to attend network meetings, training sessions and Refresher training at least once every 1 or 2 years. (Agency letter to be attached, including how many financial counsellors you will be supervising)
- If an independant professional supervisor, I confirm I am aware of the need to attend network meetings, training sessions and Refresher training at least once every 1 or 2 years.

<p>Please detail the <b>total hours</b> in which you have been practicing as an accredited financial counsellor using the formula below <b>with at least 3 years FTE (30 hours x 52 weeks x 3 years = 4,680 hours)</b>. This is calculated below by using <b>A x B x C = D</b>  <b>Please use as many rows as required (1 row per calculation)</b></p>			
<b>A =</b> Number of hours per week	<b>B =</b> Weeks of the year	<b>C =</b> Number of years	<b>D =</b> Total
EXAMPLE CALCULATION:			
<b>A =</b> 30 hours p/w	<b>B =</b> 52 weeks	<b>C =</b> 2.5 years	<b>D =</b> 3,920 hours
<b>A =</b> 19 hours p/w	<b>B =</b> 34 weeks	<b>C =</b> 2 years	<b>D =</b> 1,292 hours
<b>So 3,920 hours + 1,292 hours = 5,192 which is above the minimum 4,680 hours and therefore meets the requirements.</b>			
<b>A =</b>	<b>B =</b>	<b>C =</b>	<b>D =</b>
<b>A =</b>	<b>B =</b>	<b>C =</b>	<b>D =</b>
<b>A =</b>	<b>B =</b>	<b>C =</b>	<b>D =</b>
<b>A =</b>	<b>B =</b>	<b>C =</b>	<b>D =</b>

Please detail any other suitable course in “Professional, accredited supervision training” you have completed, and provide evidence, if applicable

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Please provide the name of at least one other referee who is an existing full member of SAFCA and has at least 3 years FTE experience as a financial counsellor. Please contact them beforehand and ask their permission for a SAFCA representative to contact them, if required, to support your application.

Name of referee(S), including contact details and time available

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I have:

- Completed this Application in full.
- Attached letter from my Agency supporting this application, if applicable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

<b>APPLICATION RECEIVED</b>	
<b>APPLICATION SUBMITTED TO PDSAC:</b>	
<b>COMMENTS:</b>	
<b>OUTCOME:</b>	