

# Assessment and Contracting



## Dates:

- Monday 6<sup>th</sup> November and
- Saturday 18<sup>th</sup> November

**Time: 9.30 – 12.30pm**

**Venue: Online via Zoom**

**For: Counsellors**

**Presenters: Mhairi Canning/  
Janet Brown**

**Cost: RS Members £60/  
Non-Members n/a**

**CPD Points: 6 Category A**

This workshop takes place over two morning sessions, participants are expected to attend both sessions.

The first session will look at why, what and how we assess clients. This will link with what Member Services can offer and how we can work with clients. It will also look at the links between assessment, contracting and how these link with complaints.

The second session will look at contracting; what we are contracting for and how this links directly into our assessment.

The workshop will include direct input and plenty of opportunities to discuss and look at the application to practice. Over both sessions consideration will be given to how Codes of Practice can support both the process and the direct work with clients. This event is aimed at counsellors in Relationships Scotland Member Services working in a variety of contexts: with couples, families, children and adults.

**Learning Outcomes:** By the end of the day participants will:

- Understand the links between assessment, contracting, codes of practice and complaints.
- Understand the need for assessment and contracting to be reiterative processes, not just one-off actions.
- Have a model of how to assess and contract.
- Have a greater understanding of what can and cannot be worked with.

**Mhairi Canning** is the Registration, Supervision and Counselling Practice Manager at Relationships Scotland. She provides support for counselling practice and supervision in the Network. She is a qualified and experienced trainer. She has been a Couple Counsellor since 1997 and a Supervisor since 2004. She has a small private practice.

**Janet Brown** joined Relationships Scotland – Couple Counselling Ayrshire in 2004 and then worked with Relationships Scotland – Couple Counselling Glasgow from 2010 onwards, initially as a relationship counsellor then as a supervisor and sex therapist. Janet is also an experienced trainer and has been the Course Director of Relationships Scotland's Certificate in Couples Counselling since 2018.

---

## HOW TO BOOK

---

This CPD event is designed for counsellors who are currently working in a Service that is a Member of Relationships Scotland. We use an online booking process which can be used by:

- Member Services to book on behalf of practitioners.
- Practitioners from Member Services who wish to self-fund.

Booking early is encouraged as spaces may be limited. The link to the online booking form for this event can be found here: <https://forms.office.com/e/yXnDLeaLRR>

If you have any questions about the booking process, please contact Liz Thackwray: [liz.thackwray@relationships-scotland.org.uk](mailto:liz.thackwray@relationships-scotland.org.uk)

---

## CANCELLATION POLICY

---

Booking for CPD events will be confirmed by email within 10 days of submission. Please check your inbox and/or junk mail, if you have any issues receiving this email please contact us immediately. Member Services or Self-funded practitioners will be sent an invoice for the course fee before the event, please do not make a payment until you have received this invoice as it will have a unique invoice number for the payment reference.

Cancellations within 14 days of the event and non-attendance will be charged in full. Member Services/practitioners must notify us of any cancellations by email. Where appropriate, Member Services may transfer a place to another attendee if the original person cannot attend, we must be informed of this ahead of the event taking place. If a CPD event is cancelled by Relationships Scotland (because of insufficient numbers or unforeseen circumstances) then all fees will be fully refunded. We are unable to reimburse out-of-pocket expenses, such as travel and accommodation.

In exceptional circumstances, Member Services/practitioners may request a refund of the cost of the training event or a free place at a future event. Examples of exceptional circumstances include admission to hospital at short notice, or a family bereavement. We are unable to reimburse out of pocket expenses, such as travel and accommodation. Requests for refunds or credits for future events will be considered by the Office Bearers Group (Chair, Vice-Chair, Treasurer of the National Office). All request for refunds/free places at future events should be made in writing or by email to the CPD Manager, [sonia.bruce@relationships-scotland.org.uk](mailto:sonia.bruce@relationships-scotland.org.uk)

---

## SYSTEM REQUIREMENTS

---

The session will be delivered using the Zoom platform. You can attend this webinar from anywhere using a compatible computer or tablet connected to the internet. You will need to download Zoom to access the session: <https://zoom.us/> Please make sure you have the most recent version of Zoom. Please note, some organisations have additional security settings that may prevent you from accessing the CPD event on an organisational device.

Please also ensure that you have the required bandwidth and internet speed. You can test whether you are able to join a Zoom meeting here: <https://zoom.us/test> Relationships Scotland are unable to provide refunds when there are issues with a participant's IT which prevent them from accessing the CPD event. Please contact the CPD Manager if you are unsure about the use of the technology [sonia.bruce@relationships-scotland.org.uk](mailto:sonia.bruce@relationships-scotland.org.uk)

---

## ACCESSING THE EVENT ONLINE

---

A link to the session will be sent out a few days before the event. Please ensure that the email address to which the link should be sent is clear in the Booking Form. It is also important that the Zoom account uses the same name that you used to register for the event. The Relationships Scotland CPD Host will use this information to admit participants into the event and to confirm attendance certificates. The user name for your Zoom account can be amended by signing into Zoom and going to the profile section of your account.

---

