

Rannóg an Bhreisiúleachais,
An Roimn Oideachais agus Eolaíochta,
Uirlár 1, Bloc 4,
An t-Áras Árachais,
Sráid Talbóid,
Baile Átha Cliath 1.



Further Education Section
Department of Education and Science,
Floor 1, Block 4,
Irish Life Centre,
Talbot Street,
Dublin 1.

Project Co-ordinator
Adult Educational Guidance Initiative

17th June 2003

Dear Co-ordinator

Re: Minimum Supervision Requirements for AEGI Staff

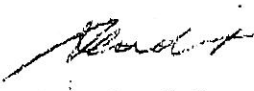
With reference to the terms of the Service Agreement between the project/VEC and the Department of Education and Science, we wish to outline minimum supervisory requirements for AEGI Staff.

Please note that we do not refer to supervision in a management capacity, but to "caseload supervision", i.e. a working alliance between the Supervisor and the member of AEGI staff, in which the staff member can offer an account or recording of his/her caseload or work with Clients, reflect on it, receive feedback and where appropriate, guidance. The objective is to enable AEGI staff to maintain an ethical competence, knowledge, skills, confidence and creativity so as to offer a high quality service and to monitor good practice.

Each project is required to provide a minimum of two hours of Supervision to staff per month. Funding is to be provided out of the existing annual budget allocated to each project by the Department.

A panel of qualified supervisors is available from the Irish Association of Counsellors and Therapists (I.A.C.T.). The Institute of Guidance Counsellors is in the process of selecting and training their own panel. Please find enclosed an information sheet and list of qualified supervisors from I.A.C.T. for your information. Further details can be obtained from the National Centre for Guidance in Education, if required.

Yours faithfully


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