



# Internship program plan

Type: **5+1 internship**

Profession: **Psychology**

This form is intended to be used by:

- current provisional psychologists undertaking the 5+1 program who wish to seek approval for a work role or roles, in order to start their internship, and
- current provisional psychologists undertaking the 5+1 program who wish to seek approval for an alternate/additional work role, or
- overseas qualified applicants who are applying for provisional registration in order to embark on a one-year internship in Australia.

The internship program plan is an agreement between the supervisors and the provisional psychologist named in the plan and the Psychology Board of Australia (the Board). For this reason the plan needs to be detailed, individualised and well thought out.

The internship program plan sets out how the proposed psychological practice, supervision, and professional development will enable the provisional psychologist to attain all the core competencies of the internship program and how the supervisors will contribute to this process.

All provisional psychologists must conduct their internship program in accordance with a written plan that has been agreed to by the provisional psychologist and supervisors and approved by the Board. The provisional psychologist's employer/workplace manager should review and confirm their agreement with the internship plan (if applicable). Provisional psychologists must have an approved internship program plan in place at all times while undertaking the internship program. The principal supervisor is responsible for ensuring that the internship program plan is followed.

The internship program plan must be reviewed by the principal supervisor and provisional psychologist at least once every six months in order to ensure that the provisional psychologist is meeting the training objectives of each of the eight core competencies and at any other time as required.

Provisional psychologists and their supervisors should refer to the Board's *Guidelines for the 5+1 internship program* which provides a comprehensive guide to the responsibilities of all parties to the internship program plan and the Board's administrative requirements relating to this plan.

## SECTION A: Provisional psychologist's details

### 1. What are your details?

Name

Registration number

### 2. Why are you completing this internship program plan form?

I am beginning an internship



You must arrange to have the original transcript of your academic qualification that confirms successful completion of all components of the fifth year degree and eligibility to graduate, to be sent directly to Ahpra by the issuing institution. If you have successfully completed the fifth year qualification but it has not yet been conferred, you are able to apply to commence the internship but will be required to provide evidence of conferral of the degree before being eligible to apply for general registration.

I am changing a work role

I am adding a work role

I am applying for provisional registration and beginning an internship as an overseas qualified applicant



## SECTION B: Supervisory relationship

### 3. Who is your proposed principal supervisor?

Name of principal supervisor

Registration number of principal supervisor

### 4. Who is your proposed secondary principal supervisor?

You must have at least one secondary supervisor but may have more than one. You can also add or change secondary supervisors during the internship with your principal supervisor's approval.

#### Secondary supervisor 1

Name

Registration number

#### Secondary supervisor 2

Name

Registration number



Please attach details of extra secondary supervisors separately if they do not fit in the space provided.

## SECTION B: Proposed psychological work role(s)



**You must attach an official position description (on employer's letterhead) for EACH position mentioned in this section.**

The position description must include:

- the title of your position
- reporting requirements
- responsibilities
- tasks and activities to be undertaken, and
- hours of work.

Position descriptions must be signed by the principal supervisor or employer (i.e. HR manager, line manager, business owner) to verify the attached position description is correct.

### 5. What are the details of your proposed work role(s)?

The period since the last progress report (or the date the internship started if no progress report has been submitted yet) until the date that the outgoing principal supervisor ceased to be the supervisor.

#### Proposed position 1

Organisation name

Position title

Number of hours per week



**Proposed position 2**

Organisation name

Position title

Number of hours per week



Attach a separate sheet if additional positions do not fit in the space provided.

**6. What are the details of any previously approved work roles that you intend to continue to work in?**

Please provide details of each continuing work role.

**Proposed position 1**

Organisation name

Position title

Number of hours per week

**Proposed position 2**

Organisation name

Position title

Number of hours per week



Attach a separate sheet if additional positions do not fit in the space provided.

**SECTION C: Psychological roles**

The following sections will require you to clearly indicate that you understand and agree to the requirements of the internship program by marking the relevant statements. You will be required to sign a declaration at the end of the application. All supervisors are also required to indicate their agreement by signing the declaration at the end of this form.

**7. Mark the boxes to indicate your agreement:**

- I will undertake a minimum of 17.5 hours per week of internship including supervised practice of a psychological nature in approved positions.
- I will only count hours in Board-approved positions towards requirements for general registration.
- I will submit any changes to approved psychological work (in the form of a revised internship program plan accompanied by the official position description) for the Board's approval before time spent in the new position can be counted.

**8. My supervisor estimates that the percentage of duties in my proposed work role(s) that can be defined as psychological practice in accordance with the Board's guidelines and registration standards is:**

Percentage

 %



## SECTION D: Period of supervision program

Supervision will be deemed to commence from the date on which the Board receives the internship program plan provided it is subsequently approved. You must not commence real client contact until the Board has approved your plan in writing. The expected date of completion should be based on the number of work hours per week required to complete the minimum 1500 hours of supervised practice.

### 9. Mark the box to indicate your agreement:

I will complete a minimum of 1500 hours of internship within five years of beginning my provisional registration.

Within the total minimum requirement of 1500 hours of internship training, I will:

- undertake a minimum of 1360 hours of supervised psychological practice which includes a minimum of 500 direct client contact
- undertake a minimum of 80 hours of supervision (minimum 50 hours of individual supervision with the principal supervisor), and
- complete 60 hours of relevant professional development.

## SECTION E: Frequency /amount /method of supervision

### 10. Mark the boxes to indicate your agreement:

I understand that:

- at least 50 hours of my supervision needs to be individual supervision with my principal supervisor.
- supervision needs to be undertaken frequently throughout the internship at a ratio of 1 hour of supervision to every 17 hours of practice.
- I can only count time spent in supervision with a Board approved supervisor.
- no more than 20 hours of my supervision may be completed via telephone - the rest must be face-to-face either in person or via videoconference, Skype etc.
- I am required to submit any changes to a supervisory relationship for the Board's approval.

My principal supervisor will be:

- On-site
- Off-site – I request approval for an off-site supervisory arrangement that accords with the Guidelines for 5+1 internship program. I have attached a letter signed by my workplace manager and principal supervisor supporting the off-site supervisory arrangements.

### 11. What is the estimated completion date of your internship?

Estimated completion date of internship

/  /

## SECTION F: Core competencies

This section should focus on how your professional practice in approved position(s), formal supervision consultations, participation in professional development activities and any simulated learning activities will enable you to achieve the eight core competencies required for general registration. You should refer to the Guidelines for information on each competency.



If your comments do not fit in the spaces provided, please provide your report in a Word document attached to this form.

#### 1. Knowledge of the discipline



2. Ethical, legal and professional matters

3. Psychological assessment and measurement

4. Intervention strategies

5. Research and evaluation

6. Communication and interpersonal relationships

7. Working with people from diverse groups

8. Practice across the lifespan



## SECTION G: Declaration

- I have read and agree with the internship program plan as submitted and accept the conditions of this agreement.
- I agree to abide by the requirements for a provisional psychologist under the internship program, approved by the Board.
- I have read and agree to uphold the responsibilities of the provisional psychologist outlined in the:
  - *Code of ethics*
  - *Health Practitioner Regulation National Law (as in force in each state and territory)*
  - *Guidelines for the 5+1 internship program, and*
  - *Guidelines for mandatory notifications.*

Name of applicant

Date

 /  / 

Signature of applicant



SIGN HERE

## SECTION H: Supervisor's declaration

- I am a Board-approved supervisor for 5+1 internship programs.
- I have read, understand and agree to comply with the requirements for supervisors set out in the:
  - *Code of ethics*
  - *Guidelines for the 5+1 internship program*
  - *Guidelines for supervisors, and*
  - *Guidelines for mandatory notifications.*
- I have the requisite skills and training to supervise the provisional psychologist in this proposed 5+1 internship.
- I have read and agree with the internship program plan as submitted and accept the conditions of this agreement.
- I accept that I am entrusted with the professional training of the provisional psychologist to enable him/her to become eligible to apply for general registration as a psychologist.
- In my role as a supervisor I will not endorse the provisional psychologist's application for general registration until such time as I believe he or she has achieved all the eight core competencies and has sufficient skills and knowledge to practice safely and ethically as a general psychologist.
- I understand that in signing or co-signing any document written by me or the provisional psychologist for the Board or Ahpra that I accept responsibility for the document's contents.

Name of principal supervisor

Date

 /  / 

Signature of principal supervisor



SIGN HERE

Name of secondary supervisor

Date

 /  / 

Signature of secondary supervisor



SIGN HERE

Name of secondary supervisor

Date

 /  / 

Signature of secondary supervisor



SIGN HERE

**Please post this form with required attachments to:**

**Ahpra**  
**GPO Box 9958**  
**IN YOUR CAPITAL CITY** (refer below)

You may contact Ahpra on  
 1300 419 495 or you can lodge an enquiry  
 at [www.ahpra.gov.au](http://www.ahpra.gov.au)

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