



COUNSELLING AGREEMENT

LifeAssist.

engaging people

COMPANY:		DATE:	
NAME:		TEL NR:	

Dear client

You have voluntarily accessed the counselling programme as provided by your employer. This is a short-term counselling programme. Your counsellor will do an assessment during the first session and refer you for long-term counselling should this be required. **Legal interventions regarding labour law/industrial relations, legal representation and court proceedings are not included.** Psychometric assessments are also not included in this programme. **Financial counselling is available.**

FEES

The programme is pre-paid by your employer and you will not be charged any fees. Referral for further medical consultation or treatment is for your own account and is not included in the programme.

EVALUATION PHASE

In order to render a proper service, the therapist will need to make a proper evaluation. This will entail the therapist asking you a number of questions about your symptoms, your personal history, relationships and so forth. Some of the questions may be very personal however nothing will be asked which is not important to the evaluation. It is also possible that the therapist may need to obtain additional information about you from other people. This however will NOT take place without your consent. Once the evaluation is complete, the therapist will discuss their findings and a suitable treatment plan thereof.

THERAPEUTIC PHASE

Therapy usually brings improved functioning and personal growth in the long-term. In the short term, however, it may be an unsettling experience as it is usually an emotional experience. Some temporary emotional distress may present initially. The emotional experience as a whole may specifically induce you to make changes in your relationships with others. Often these changes are not welcomed by those affected and may lead to interpersonal tension.

The success of therapy is influenced by a number of factors; one of these is honesty in terms of disclosure during sessions. The other is the degree to which you as the client take responsibility to bring about the necessary change. No therapist can give a guarantee that therapy will be successful.

CONFIDENTIALITY

The programme is confidential and information may only be revealed:

1. With your consent and signature
2. If the life or safety of yourself/others is threatened
3. If child abuse/neglect is suspected
4. If the law requires it by court order
5. For case management purposes and administration

The counsellor will discuss your case with a case manager and your file will remain for safe keeping with the counsellor. No feedback will be given to any referral agent without your permission.

CHILDREN UNDER THE AGE OF 18 YEARS

It is not appropriate to counsel a child under the age of 13 years in a short-terms counselling programme. In line with the points above concerns confidentiality, the therapist will on a regular basis inform parents and/or guardians about the therapeutic process and the progress of a child. However as a general rule no information about the content of the session will be provided to either parent/s or guardians without the prior consent of the child. As an exception to the rule, information regarding details related to the following will be disclosed: when threats of danger to self and/or others are present or when there is intent/presence of criminal behaviour.

DURATION OF SESSIONS

Sessions will be 50 minutes long, and the number of sessions contracted will depend on company contracts as well as the presenting problem. Since therapists work on an appointment basis, where time is set aside for the session, no additional time can be granted when you arrive late. Please note the relevant session will be shorter.

CANCELLATION OF SESSIONS

Sessions have to be cancelled 24 hours in advance. Late cancellations will be counted as a session and may be charged directly to you.

Feeling low, or having social engagements etc. are not acceptable reasons for missing therapy sessions. Important events like weddings or having a baby, serious illness, unexpected and urgent work commitments etc. are appropriate reasons for missing sessions. Where possible please inform the therapist in advance.

TERMINATION

Either you or the therapist can terminate therapy at any given time; the therapist will only terminate therapy in a consultation with you in a professional and accountable manner.

ADDITIONAL INFORMATION

Should you have any queries regarding this document or if at any stage you fail to understand what is happening in the therapy process, please feel free to ask the therapist for an explanation.

I, the undersigned, hereby accept and understand the above terms of involvement in the Counselling programme.

NAME

SIGNATURE (CONSENT TO COUNSELLING)

DATE

COUNSELLOR

