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| **Part one: Log of clinical and supervision activity (Excel)** | | |
| Document | | Additional details |
| Front sheet | |  |
| Overall CS / NCS client summary sheet | |  |
| Clinical Log | | Needs to demonstrate at least 200 hours CBT practice |
| Clinical supervision summary | | Needs to demonstrate at least 70 hours CBT supervision after all formula applied |
| Closely Supervised (CS) client summaries (x3) | |  |
|  | CS Client summary sheet | Must include date and mark of CTS-R  Must include pre and post RCADS (subscales and total)  Should include additional ROMs |
| Non-closely supervised (NCS) client summaries (x5) | |  |
|  | NCS Client summary sheet | Must include pre and post RCADS (subscales and total)  Should include additional ROMs |
| **Part two: Supporting documents (Word or PDF)** | | |
| Folder 1: Teaching Log | | Template with 2022 teaching sessions in handbook here: [CBT Resources and Documents - CYP IAPT handbooks and resources - Clinical Education Development and Research - University of Exeter](http://cedar.exeter.ac.uk/iapt/cyphandbook/cbt/cbt_resources_and_documents/)  Also include any relevant missed session learning forms / evidence |
| Folder 2: CAPS reports | | Include CAPS reports for Terms 2 and 3 |
| Folder 3: Summative University  Supervisor’s report | | Include Term 3 supervisor report |
| Folder 4: Summative Workplace supervisor’s report | | Include Term 3 supervisor report |
| Folder 5: CS01 | | Discharge letter and CHI-ESQ |
| Folder 6: CS02 | | Discharge letter and CHI-ESQ |
| Folder 7: CS03 | | Discharge letter and CHI-ESQ |
| Folder 8: NCS01 | | Discharge letter and CHI-ESQ |
| Folder 9: NCS02 | | Discharge letter and CHI-ESQ |
| Folder 10: NCS03 | | Discharge letter and CHI-ESQ |
| Folder 11: NCS04 | | Discharge letter and CHI-ESQ |
| Folder 12: NCS05 | | Discharge letter and CHI-ESQ |
| Folder 13: Reflective Log A | | Six self-rated CTS-Rs: three of these are previous submissions and three completed independently |
| Folder 14: Email signatures | | Include:  University supervisor email signatures for Clinical Log  University supervisor email signatures for Supervision  Workplace supervisor email signatures for Clinical Log  Workplace supervisor email signatures for Supervision |