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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-RMust 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 UniversitySupervisor’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 LogUniversity supervisor email signatures for SupervisionWorkplace supervisor email signatures for Clinical LogWorkplace supervisor email signatures for Supervision |