

Informed Consent Form: Education and Training

Purpose of this form

The Cairnmillar Institute (CMI) is a higher education provider that trains students in psychology, counselling, and psychotherapy. As part of their training, students are required to discuss client work in supervision and use examples from their professional practice for educational purposes.

This form explains how your information may be used for education and training, and how your privacy will be protected. Please read carefully and ask any questions before giving your consent.

1. How your information may be used

If you give consent, your student practitioner may use information from your sessions for education and training purposes, including:

- **Supervision:** Discussing your case in supervision sessions with their qualified supervisor(s), including deidentified discussions within group supervision, to support their learning and professional development. All student practitioners are required to work under supervision as part of their professional training. This means their supervisor must review their work, including client notes and reports, and discuss aspects of their practice to ensure safety and quality.
It is mandatory that students engage in supervision. You are not required to consent to the student discussing your case in supervision, however if you prefer not to consent, your student practitioner will discuss alternative service options with you.
- **Education Assessments:** Using **de-identified information** (that means removing your name and any details that could identify you) in written or verbal assessments such as case reports, case presentations, reflective assignments etc.
- **Observations:** Your student's supervisor may observe or review parts of their work to support the student's learning and ensure quality of practice. This may involve the supervisor, or authorised Cairnmillar Institute staff, viewing a session or a recording that includes your image and/or voice. Observations can take place in person, online, or by reviewing a video recording.

Your practitioner will let you know beforehand how the observation will occur and will seek your verbal consent at the time of the observation.
- **Teaching:** Using **de-identified information** to teach and train others. This includes but is not limited to developing case scenarios, presentations, lectures, written education material such as textbooks, and role plays.

Your information will **not** be used for research, marketing, or shared outside education and supervision requirements.

2. Privacy and confidentiality

Your privacy and confidentiality are very important to us. The student and their supervisor are bound by professional ethics and privacy laws. This means they cannot share information about you with anyone outside their education or supervision requirements, except if:

- You provide consent to share the information with a third party for a specified purpose
- There is a risk of serious harm to you or someone else
- They are required by law (for example, through a court order or mandatory reporting duty)
- They are required to meet professional or ethical obligations as an AHPRA-registered or other qualified health professional

3. Access, storage and retention of records

The student's notes (e.g., notes regarding the education component and not the delivery of services) and related education materials are considered **education records**, not health records.

- These records are stored on secure and encrypted systems controlled by CMI.
- Only the student, their supervisor, and authorised CMI staff involved in training and assessment can access these records.
- Education records are generally retained for the period required under education and institutional recordkeeping policies and securely deleted after that time.

4. Withdrawing your consent

You can withdraw your consent at any time by letting your student practitioner or their supervisor know verbally or in writing. If you withdraw your consent, your information will no longer be used for education or assessment purposes. However, work already completed or submitted before your withdrawal cannot be removed from educational records or assessments already undertaken.

5. Client details and consent

Client Name:	Client DOB:	Placement Organisation:
<i>Parent/Guardian Name (if applicable):</i>	<i>Parent/Guardian Phone:</i>	<i>Relationship to client:</i>

I **give consent** for my information to be used in **supervision and** for (tick all that apply):

☐ Education Assessments

☐ Observations

☐ Teaching

Client/Parent/Guardian Signature:	Date:
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If you have questions about how your information is used or stored, please contact: **The Cairnmillar Institute**

Email: placements@cairnmillar.edu.au

Student Practitioner Full Name:	Date:
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