

## Client/Interviewee Consent Form

### STUDENT DETAILS

ACAP student ID number

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Name: \_\_\_\_\_

Course (eg BASS): \_\_\_\_\_

### ASSESSMENT DETAILS

Unit/Module: \_\_\_\_\_

Ass No.: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Educator: \_\_\_\_\_

### PRIVACY AND CONFIDENTIALITY

To protect the privacy of individuals who consent to participate in practice counselling sessions or interviews that involve the disclosure of private information, the College requires students to seek the informed consent of the client and/or interviewee, and to erase or appropriately dispose of recorded material upon completion of the course of study and receipt of a final transcript of results.

When a student undertakes an assessment that involves another student or non-student disclosing private and personal information in an interview or practice counselling/interpersonal session, the student must:

- **Ensure the client or interviewee is aged 18 years or over** (unless the assessment requirements specify otherwise)
- Where assessment requirements specify otherwise, ensure parental consent is sought for any client or interviewee who is under 18 years of age. This must be obtained prior to the practice session or interview taking place.
- Ask the client or interviewee to read and sign this Client/Interviewee Consent Form. Use a separate form for each person when there is more than one client/interviewee.
- Provide a copy of the completed Consent Form to the client or interviewee.
- Retain the original copy of the completed Consent Form in a secure location. (Do not submit with your assignment.)
- Destroy or delete the content of the practice session or interview (if recorded) once you complete your course of study and receive your final transcript of results.

### INFORMED CONSENT (Please read, complete and sign the following)

I understand that \_\_\_\_\_ is a student at the Australian College of Applied Psychology.

My name is \_\_\_\_\_ and I have been asked to participate in a counselling/interpersonal session and/or interview as part of an assessment task of the above mentioned student.

I agree to partake in the counselling/interpersonal session and/or interview with the above mentioned student under the following conditions:

1. I understand that my participation is voluntary and that I may withdraw permission to participate and/or be recorded at any time, including during the counselling/interpersonal session and/or interview.

2. I understand that, although the counselling/interpersonal session and/or interview is for the assessment purposes of the student, it nevertheless occurs in a context of confidentiality (as far as the law allows) and respect.
3. I understand that the information recorded will be stored securely and erased after the student has completed their course of study and receives a final transcript of their results

I agree to be recorded under the conditions specified above	I agree to meet the terms and conditions specified above
Signature of Client/Interviewee:  Date:	Signature of Student Undertaking Assessment:  Date:

**PARENTAL CONSENT** (Please read, complete and sign the following if applicable)

Where it is a **requirement of the assessment task** to engage a person under the age of 18 in a counselling/interpersonal session and/or interview, it is mandatory that parental consent be sought and obtained **prior** to the counselling/interpersonal session and/or interview taking place.

My name is _____ and I grant permission for my son/daughter _____ to partake in a counselling/interpersonal session and/or interview under the conditions specified above.
Signature of Parent of the Client/Interviewee:  Date:

Please note that the student indicates in the relevant section of the Assessment Cover Sheet that a *Client/Interviewee Consent Form* has been read and signed by both parties, and parental consent obtained where applicable. An Assessment Cover Sheet must accompany all assessments submitted to an educator for marking and grading. Should the client/interviewee have any concerns that may require further discussion, they may contact a member of Academic staff.

NB: The definition of the word “recorded,” for the purpose of this document, refers to any counselling/interpersonal session or interview that is either audio-taped, filmed and/or transcribed in part or full.