Supervision log

Template from UpTopWeb (uptopweb.co.uk), version 1, November 2026. Free to use and adapt. Not approved by any professional body: check it against your own body's current requirements. A spreadsheet version that adds up your hours is also available.

Your name		Professional body and number	
Supervisor		Supervisor's competence confirmed on	

No client names or identifying details. Describe themes and learning, not cases.

Date	Length (hours)	Format (one to one, group, peer)	Group size	Hours counted	Delivery	Work context	How it informed my practice

Hours counted, BACP's rule: one to one counts in full; a group or peer group of up to four claims half the time; five or more divides the time equally. Other bodies differ (NCPS, for example, requires at least 1 hour of formal one-to-one a month).

Monthly totals

BACP: accredited members and students need at least 1.5 hours per calendar month; registered members need supervision appropriate to their practice, with 1.5 hours a month recommended if you see contracted clients. You can take a break in a month with no clients, but document it.

Month	Hours counted	Target met?	Saw contracted clients?	Note (for example a documented break)

Keep this log separate from your CPD log: BACP treats them as two different Register requirements. Full guide: uptopweb.co.uk/blog/clinical-supervision-for-counsellors