



Employment

Employee

1) **Psychologist** has been employed at
Full name of applicant in block capitals

2) **Name of workplace:**

Address:
Work address in the periods given below
 Street name and number, and postcode and name of city

Periods of employment and absence

3) **Applicant's periods of employment:**

From day/month/year <small>Earliest to and from date for completed Master's degree</small>	To day/month/year	Hours per week <small>(full-time = 30+ h/wk) (part-time = 15-29h/wk)</small>

From day/month/year <small>Earliest to and from date for completed Master's degree</small>	To day/month/year	Hours per week <small>(full-time = 30+ h/wk) (part-time = 15-29h/wk)</small>

4) **The applicant has had the following period(s) of absence of more than 8 consecutive weeks in duration:**

From day/month/year	To day/month/year

From day/month/year	To day/month/year

Hours of consultation

Number of consultation hours **broken down** by investigation and intervention:

Number of consultation hours **broken down** by individual, group and/or organisation:

In person	Video	Phone *	Consultation hours broken down by main area:	In person	Video	Phone*	Consultation hours broken down by target group:
			Investigation				Individuals
			Intervention				Groups
							Organisations

6)

The employer's declaration of the information given above

I, the undersigned, hereby confirm that the information given on the form is correct, including the number of consultation hours with physical presence in the same room as the client, the number of consultation hours held over video link and telephone, and the content of the consultation hours.

Date

Signature of employe

Have you remembered everything?

Before you send the form, check the following:

Sec. 1) Give the full name of the applicant.

Sec. 2) Give the name and work address, if applicable, of the place of work. If the place of work changed during the period of employment, this can be stated here. It is important to state all work addresses there may have been in the period of employment, for the purpose of assessing whether a supervisor is internal or external.

Sec. 3) Give the period of employment and number work hours. Any periods of employment and consultation hours the applicant may have had/conducted before attaining their Master's degree should not be entered on the form as these cannot count towards authorisation. Therefore, the earliest date the applicant can enter for the start of an employment relationship is the date on which they completed their Master's degree. If the applicant is still employed, 'today's date' can be entered under the section for 'To day/month/year'. In such cases, the period of employment is counted up to and including the date of the applicant's signature. If the applicant has worked a different numbers of hours in the period of employment, this can be broken down into the two headings in Sec. 3. For example, the applicant can enter periods of 30 hours or above under one heading and periods of 15–29 work hours per week under the other heading. Employment periods of fewer than 15 hours a week cannot be counted towards authorisation, and should therefore not appear on the employment form.

Sec. 4) The applicant shall enter any periods of absence of more than eight consecutive weeks in duration. That is, the applicant shall only enter absence on the form if the applicant has been absent from work for eight full weeks and one day or more. If the applicant has been on part-time sick leave, for example, and has worked fewer hours in one period, this can be entered under the other heading in Sec. 3 by stating the period of the lower number of hours per week. See Sec. 3 for guidance on division of the number of hours.

Sec. 5) Enter here the number of consultation hours concerning investigations and interventions the applicant has had, broken down by the individual, group and/or organisation target groups, and based on how the hours were conducted, i.e. with physical presence in the same room, over video link or over the phone.

A consultation hour is when the psychologist sits face-to-face with the client (the individual, the group or the organisation) and carries out an investigation or intervention. Report writing, participation in meetings without the client and similar work does not count as consultation hours, and must not be included as part of the hours that are entered in Sec. 5. The number of hours broken down by main area must tally with the number of hours broken down by target group.

* Consultation hours **over the telephone** can only be counted if they are held in the general period of dispensation during the coronavirus/Covid-19 pandemic **from 9 March 2020 to 1 April 2021**.

Sec. 6) The earliest a supervisor can sign the form is when the employment relationship has ended. If the employment relationship has not ended, the employment period is counted up to and including the date of the employer's signature.

Job description

Append a description of the work tasks the applicant has carried out during the period of employment

It is important that the job description contains a detailed account of the work tasks the applicant has actually carried out in relation to investigation and intervention, and which target groups the applicant has worked with. A copy of the job advertisement is sufficient if it describes the work tasks the applicant actually carried out in the period of employment.

Specific examples should be given as to what the investigation and intervention in the client's presence have consisted. It is not sufficient to write as consultation hours in relation to an organisation, for example, that the applicant has 'designed, supported, participated in and implemented ongoing and new development processes' or 'implemented new recruitment methods'. A detailed description needs to be given, describing, for example, how the psychologist implemented new development processes. It is not a requirement that the description must be signed by the immediate manager.