



Supervision Guideline

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Citation:

Working Animals Federation of Australia (WAFA), "Supervision Guideline", Version 1.0 June 23, 2025, www.workinganimals.com.au/guidance

Purpose

This standard outlines the role, expectations, and minimum annual requirements for professional supervision for WAFA credentialed members. Supervision supports professional development, ensures safe practice, and safeguards both practitioners and clients (human and animal).

Scope

This standard applies to all graduates of WAFA credentials, across all areas of professional practice.

Definitions

- Professional Supervision: A contractual, collaborative process which monitors, develops, and supports supervisees in their professional role. The focus is on client outcomes, supervisee professional development, and self-care. Supervision involves case discussion, review of client sessions, role plays, and reflective practice.
- Individual Supervision: Professional supervision undertaken one-on-one between a supervisee and a designated supervisor.
- Group Supervision: Supervision facilitated by a designated supervisor for 2–6 supervisees, combining individual and group reflective practices.
- Peer Supervision: Collegial supervision where members alternate the roles of supervisor and supervisee, in dyads or small groups (maximum 6 members).
- Supervisor: A practitioner with a minimum of 3 years' professional experience, possessing supervision competencies equivalent to WAFA Supervision Training Standards. Supervisors may come from a cognate field; ideally, they hold WAFA credentials.

Minimum Supervision Requirements

- WAFA credentialed members must undertake a minimum of 12 hours of professional supervision per annum, based on a full-time equivalent workload.
- Supervision may include individual, group, or peer sessions.
- At least 5 hours of supervision are recommended to be conducted individually.
- Part-time practitioners should pro-rate their supervision requirement according to equivalent full-time work (e.g., 6 hours for half-time work).
- WAFA may require additional supervision or a specific type of supervision (e.g., individual rather than group) depending on member experience, complexity of practice, or audit findings.

Supervision Documentation

- Members must maintain an up-to-date supervision log, distinguishing individual from group supervision.
- Logs may be kept in hard copy or electronic format.
- The WAFA Supervisor Logbook is recommended for standardised recording.
- Evidence of supervision (e.g., reflective notes, signed verification by the supervisor) must be kept in the member's professional portfolio for audit purposes, for a minimum of 7 years.

Audit and Compliance

- WAFA will conduct a rolling 3-year audit of supervision records, notifying selected members in writing.
- Members must submit signed verification from their supervisor(s) for one or more years within the audit period.
- WAFA reserves the right to inspect supervision records at any time to ensure compliance with professional standards.

Review

This guideline will be reviewed annually or as necessary to ensure alignment with evolving industry standards, accessibility requirements, and WAFA's strategic mission.

Document Control

Version	Date	Author	Change Description	Approved By
V1.0	23/07/2025	V. Solomon	Initial	C.Williams