

EXTERNAL SUPERVISION HANDBOOK 2026



AUTISM ABILITIES

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Introduction

The supervision of behaviour support practitioners is a key element of the Positive Behaviour Support (PBS) Capability Framework and has been recognised by the NDIS Commission as “a fundamental mechanism for strengthening practice and building capability of the behaviour support workforce” (NDIS Quality and Safeguards Commission, 2019. *Positive behaviour support capability framework: For NDIS providers and behaviour support practitioners. Penrith, Australia*).

It is an expectation under the PBS Capability Framework that all behaviour support practitioners receive supervision. Supervision of this kind refers to direct professional practitioner supervision by a Behaviour Support Practitioner with a higher or commensurate level of skill and knowledge.

Quality external clinical supervision is characterised by a formal, supportive, and reflective partnership between a clinician and an experienced mentor from outside their immediate workplace. It provides connection, clinical support and supervision for the professional development and wellbeing of the PBS practitioner.



Effective external supervision is generally considered superior to internal, line-manager-based supervision because it offers greater objectivity, confidentiality, and freedom to discuss complex clinical, ethical, or personal issues without fear of performance-based judgment.

If you have any questions, or would like to find out about current capacity, please contact:

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Dr Rucha Joshi, PBS Clinical Lead

External supervision at Autism Abilities is provided by Dr Rucha Joshi.

Dr Rucha Joshi, PBS Clinical Lead

Dr Rucha Joshi brings over twelve years of specialised experience supporting individuals with severe behaviours, cognitive and developmental impairments, and trauma-affected lives.

Since joining Autism Abilities in 2023, Rucha has played a pivotal leadership role, drawing on her extensive clinical and supervisory expertise to strengthen and guide our PBS services.



She leads with a strong focus on supervision, mentoring, and capability-building, ensuring practitioners are well-supported, highly skilled, and delivering best-practice, evidence-informed interventions. Rucha is instrumental in maintaining the quality, integrity, and continuous development of our clinical services.

Rucha has delivered training across Victoria to parent groups, schools, and multidisciplinary professionals, sharing her expertise in autism, positive behaviour support, trauma-informed practice, and gender differences in autism.

She holds a Master of Neuropsychology (UK) and a PhD in Gender Differences in Autism (La Trobe University). Rucha has presented at national and international conferences and has contributed to both peer-reviewed journals and professional publications.

External Supervision at Autism Abilities

Autism Abilities will provide the following documents that will be maintained during the course of your supervision with us.

1. Supervision Agreement
2. Professional Development Plan (ongoing review)
3. Supervision notes and actions for each supervision session (document to remain with both parties as evidence of supervision)

These documents can be submitted to the NDIS Quality and Safeguards Commission along with your Portfolio of Evidence.

Autism Abilities' supervision includes the following supports:

- ✓ Regular Clinical Supervision (Fortnightly/ Monthly)
- ✓ Clear and consistent supervision notes from each session (which can be used as evidence for the NQSC)
- ✓ The ability to deliver behaviour support services to clients under clinical guidance and supervision
- ✓ Additional case consults, training and learning modules (optional)
- ✓ Supervisor's review of your Reports, Behaviour Support Plans, data interpretation and developing a Functional Behaviour Assessment that is of high quality
- ✓ Managing your evidence portfolio for the Capability Framework under clinical guidance- this will also be documented in every regular supervision
- ✓ Support in supervision for any other matters related to your PBS practitioner role, if deemed appropriate.
- ✓ Further clinical support and liaison with other industry experts if required.

Roles and Responsibilities

Supervisee Responsibilities

Supervisees are required to:

- ✓ Attend scheduled supervision sessions and be punctual
- ✓ Come prepared with cases, questions, and reflections
- ✓ Actively engage in discussion and feedback
- ✓ Implement agreed actions and strategies
- ✓ Maintain accurate and timely documentation
- ✓ Adhere to ethical, organisational, and regulatory standards
- ✓ Raise concerns about client safety, risk, or practice issues promptly
- ✓ Discuss incidents in full honesty in supervision sessions
- ✓ Follow any incident reporting/ mandatory reporting procedures as directed by supervisor
- ✓ Follow NQSC process to safeguard client safety (e.g. unregistered providers implementing RRP).
- ✓ Maintain your own supervision notes and reports
- ✓ Communicate professionally, respectfully and ethically
- ✓ Seek clarification when unsure
- ✓ Track your own progress against your professional goals
- ✓ Follow the NQSC requirements for their role
- ✓ Uphold client dignity
- ✓ Have obtained informed consent from clients to be discussed in supervision
- ✓ Maintain confidentiality and privacy of supervision session and discussions.

Supervisor Responsibilities

Your supervisor will:

- ✓ Provide guidance, feedback, and support
- ✓ Monitor your clinical work and development
- ✓ Ensure compliance with professional and regulatory standards
- ✓ Provide a psychologically safe space
- ✓ Support reflective and critical thinking
- ✓ Recommend to adjust supervision frequency or focus when needed.
- ✓ Assist with complex case formulation and decision-making
- ✓ Maintain privacy and confidentiality of the supervision session
- ✓ Document notes from the session as a record.
- ✓ Use reflective practice frameworks where appropriate

Structure of Supervision

Supervision typically includes:

- **Frequency:** fortnightly or monthly depending on experience
- **Format:** 1:1 meetings online - a link will be sent in advance
- **Duration:** 60 minutes

Typical Session Agenda

- ✓ Check-in and wellbeing- review goals
- ✓ Review of previous actions and discussions
- ✓ Case discussion
- ✓ Skill development and further learning (if appropriate)
- ✓ Risk and safeguarding review (NQSC and meeting regulatory compliance)
- ✓ Planning and action items



Preparing for supervision sessions

To get the most out of supervision:

- ✓ Prepare case summaries (including background, current concerns, and goals)
- ✓ Bring relevant data (ABC data, incident reports, progress notes)
- ✓ Identify specific questions or areas of uncertainty
- ✓ Reflect on your own practice (what is working, what is challenging)

Psychological Safety

Supervision is a safe, respectful, and supportive space where the Supervisee can openly reflect on practice, discuss challenges, and engage in professional development without fear of judgement or negative repercussions.

✓ **Commitment to Psychological Safety**

Both the Supervisor and Supervisee agree to:

- Foster an environment of trust, openness, and mutual respect
- Encourage honest reflection, learning, and professional growth
- Provide and receive feedback in a constructive, respectful, and non-threatening manner
- Acknowledge and address power dynamics in a way that supports safety and learning
- Maintain professional boundaries at all times

✓ **2. Respectful Communication**

All interactions within supervision will be:

- Professional, courteous, and inclusive
- Free from intimidation, humiliation, or coercion
- Culturally sensitive and responsive to individual needs and identities

✓ **Zero Tolerance for Abuse**

There is a zero-tolerance policy for any form of abuse within the supervision relationship. This includes, but is not limited to:



- Verbal abuse (e.g., yelling, derogatory language)
- Emotional or psychological harm (e.g., bullying, intimidation, manipulation)
- Discrimination or harassment of any kind

Any such behaviour may result in immediate termination of the supervision agreement and escalation in line with organisational policies.

Capability Framework Portfolio and Clinical Evidence/ Learning

Purpose of a Portfolio of Evidence

The portfolio demonstrates that the supervisee:

- ✓ Meets capability requirements at their level (Core, Proficient, Advanced)
- ✓ Applies knowledge into practice (not just theory)
- ✓ Is delivering safe, ethical, and effective behaviour support practice
- ✓ Is progressing over time

Supervisee Responsibilities

As a supervisee you are expected to own and maintain your portfolio.

1. Evidence Collection

You are responsible for:

- ✓ Collecting relevant, high-quality evidence of your work, such as:
 - Behaviour Support Plans (interim and comprehensive)
 - Functional Behaviour Assessments (FBA)
 - Risk assessments
 - Case notes and progress reports
 - Training evidence
 - Data collection and analysis
 - Incident reviews/ reports
 - Professional experiences (e.g. supervisory/mentoring responsibilities - for Proficient and Advanced level endorsements)
 - Communication with stakeholders (de-identified)

2. Mapping to Capability Framework

- ✓ Link each piece of evidence to relevant capability domains (e.g., assessment, implementation, ethics) these will be outlined and reviewed via supervision document provided by Autism Abilities.
- ✓ Demonstrate how the evidence meets expected competencies at your level

3. Reflection

- ✓ Include reflective commentary for key pieces of evidence for example:
 - Evidence of strategies that worked and didn't work
 - Evidence of reflective practice
 - Evidence of reduction in BOCs/ RRP

4. Organisation of the Portfolio

- ✓ Keep the portfolio:
 - Well-structured and easy to navigate
 - Up to date (not retrospective or rushed before reviews)
- ✓ Ensure documents are clearly labelled and dated

5. Ethical and Confidential Practice

- ✓ De-identify all client information
- ✓ Store evidence securely in line with organisational policies
- ✓ Obtain consent where required from clients before discussing any document with your supervisor

6. Engagement in Supervision

- ✓ Bring portfolio evidence for review that is
 - an honest and true reflection of your work and skills as a behaviour support practitioner
 - evidence based and
 - meeting NQSC standards.

Supervisor Responsibilities

Reviewing Evidence

- ✓ Regularly review portfolio contents to ensure:
 - Work meets clinical and ethical standards
 - Evidence aligns with capability framework domains
 - Documentation is of sufficient quality

Providing Feedback

- ✓ Offer constructive, specific feedback on:
 - Clinical reasoning
 - Quality of BSPs and assessments
 - Data use and analysis
 - Identify learning needs
- ✓ Identify gaps in evidence or competency
- ✓ Support the supervisee in updating and maintaining their practice standards
- ✓ Sign off on the portfolio if
 - It aligns with the NDIS Quality and Safeguards Commission expectations
 - It has evidence to meet required expected standards at each capability level and standards
 - Is satisfied that it is the supervisee's own work and presented ethically
 - Is high quality work reflective of ethical practice, clearly presented and maintained.
 - Has had an oversight on the Supervisee's work over a period of at least 6-months during supervision and is satisfied with their progress.
- ✓ The supervisor WILL NOT sign off any portfolio of evidence
 - Within 6-months of supervision engagement
 - Portfolio is not up to date and missing documentations
 - Insufficient involvement with the supervisee (e.g. the supervisee is new to the supervisor and has not had enough time to understand their work)
 - Supervisee has not engaged in supervision (big gaps in supervisions)
 - Feedback to the portfolio has not been implemented

- Is not maintaining client safety and professional standard of work.

In this event the supervisor will provide clear reasoning for the decision, identify gaps in competency and evidence, develop an action plan with the supervisee and support them for their review (where needed).

Absences

Absences should be notified to Autism Abilities' Supervisor atleast 48 hours prior. Any late cancellations of Supervision Session within 48- hours, No Show, will result in full charge of the supervision session.

Supervision Agreement

A Supervision agreement will be signed prior to supervision commencement, which will have terms and conditions for both parties to attend supervision.

Termination of Supervision Agreement

Either the Supervisor or Supervisee may terminate this supervision agreement at any time by providing written notice.

A minimum notice period of 4 weeks is recommended to allow for appropriate transition and closure. During this period, both parties agree to attend scheduled sessions where possible and complete any outstanding documentation.

Other scenarios where supervision may be terminated include

- Immediate Termination due to serious breach of legal and professional standards, fraudulent conduct and high-risk behaviour
- Termination due to non-engagement if the supervisee fails to attend supervision sessions, does not engage in supervision process and agreed actions and goals.
- Performance-related termination due to concerns around clinical competency and ethical conduct
- Organisational or operational termination due to change in employment status

Upon termination:

- A final supervision session will be offered to review progress and provide closure.



- Documentation (e.g., supervision records, portfolio evidence) must be finalised.
- The Supervisee will be informed of next steps (e.g., reassignment to a new supervisor).

Documentation and Record Keeping

- All supervision records up to the termination date will be stored in line with Autism Abilities legal requirements.
- The Supervisor may decline to sign off on incomplete or insufficient portfolio of evidence
- Confidentiality obligations will continue after supervision termination.

Invoices and Payment Terms

The fees for external supervision services are provided below:

Service	Fee
Clinical Supervision 1:1 clinical supervision CBSP and FBA reviews Case consultations	\$300.00 per hour
QSC Capability Framework Application Reviews Review your portfolio of evidence, provide feedback & recommendations and, subject to approval, endorsement. Approx. 5-15 hours	\$300.00 per hour

Invoiced monthly - payment terms 7 days.

If you have any questions, or would like to discuss current availability, please contact:

Dr Rucha Joshi - PBS Clinical Lead

rjoshi@autismabilities.com.au 0479 064 449.

Thank you for choosing Autism Abilities.

Thank you