

FIRST CITY UNIVERSITY COLLEGE QUALITY PROCEDURE REFERRAL TO COUNSELLING	Document No	QP 8.8
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1.0 Purpose

This procedure describes the process of referral to counselling for students of FCUC.

2.0 Scope

This procedure applies to all teaching staff and Counsellor.

3.0 Responsibilities

- 3.1 Teaching staff
- 3.2 Counsellor

4.0 Procedure

- 4.1 Teaching staff shall observe students' conduct and performance in the class and a referral should be made whenever a student's emotional, behavioural, social, academic, or personal difficulties appear to affect their wellbeing or ability to function or study. (QF 8.8.1 Checklist for Referral to Counselling)
- 4.2 The teaching staff shall complete QF 8.8.1 Checklist for Referral to Counselling and QF 8.8.2 Counselling Referral Form and submit to the Counsellor.
- 4.3 The Counsellor shall contact and arrange appointment with the student for counselling.

5.0 Definition

Counsellor refers to registered and licensed Counsellor appointed by the University College.

6.0 Attachment

- QF 8.8.1 Checklist for Referral to Counselling
- QF 8.8.2 Counselling Referral Form
- FC 8.8.1 Referral to Counselling Flow Chart

7.0 Reference

- NIL