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Foundations Practice Toolkit

Structured Methods for Educational Support

Purpose: This toolkit provides structure for your learning and practice. At Level 0, you're building the habits of professional practice — observation, reflection, and appropriate support — without clinical intervention.

1 Session Structure Template

1 BEFORE: Preparation (5 min)

- Review any previous notes or context
- Set intention: "What is my role today?"
- Check: Am I in the right headspace to support?
- Confirm scope boundaries for this interaction

2 DURING: Engagement (variable)

- Open with curiosity: "What's present for you today?"
- Listen without solving
- Share educational information when appropriate
- Notice: Is this within my scope?
- Support their own insight and agency

3 AFTER: Reflection (5 min)

- What went well?
- What felt challenging?

Did anything exceed my scope?

What would I do differently next time?

Any follow-up resources to share?

2 Safety Checklist

Before and during any support interaction, check:

Is this person in immediate crisis or danger? (*If yes → refer immediately*)

Is what they're sharing within my educational scope?

Am I maintaining appropriate boundaries?

Do they have access to professional support if needed?

Am I staying in my role (education/support, not treatment)?

Am I using appropriate language (not diagnosing/prescribing)?

3 Decision Tree: Continue, Pause, or Refer

Quick Decision Guide

Is this within my educational scope?

YES → Continue

UNSURE → Pause

NO → Refer

Is there a safety concern?

YES → Refer immediately

NO → Continue with awareness

Am I feeling out of my depth?

YES → Pause, seek guidance

NO → Continue mindfully

Is the person asking for something I can't provide?

YES → Refer to appropriate resource

NO → Continue supporting

4

Professional Communication Guidelines

Language That Works

✓ DO SAY:

- "What I've learned suggests..."
- "Some find it helpful to..."
- "You might explore..."
- "How does that land for you?"
- "This is educational, not medical advice"

✗ DON'T SAY:

- "You should..." / "You need to..."
- "This will cure/fix..."
- "I can diagnose/treat..."
- "Don't see your doctor, just..."
- "I guarantee results..."

5

Practice Reflection Space



Session Reflection Notes

Use this space to record your observations, learnings, and areas for growth.

Date: _____

What I observed:

What I learned about my practice:

What I want to develop:

Remember: This toolkit is about building professional habits. You're practicing structure, reflection, and boundaries — the foundation of all professional practice. This prepares you for the Practitioner Path when you're ready.



AccrediPro International Standards Institute

Foundations Practice Toolkit – Level 0

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Aligned with ASI Professional Standards

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