



SIA KAPOOR

Counsellor

supportive communication, assessment interviews, goal setting

Kochi, India | sia.kapoor@example.com | ROLE 26-02

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Counsellor with an illustrative 12-year career in psychological services, rehabilitation and person-centred support. Combines supportive communication, assessment interviews, goal setting with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes support access pathway, counselling record review and wellbeing education programme. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced counsellor opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Master's in Counselling Psychology. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

12 years ILLUSTRATIVE CAREER	4 CAREER APPOINTMENTS	3 WORK EXAMPLES	2 EDUCATION RECORDS
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CORE COMPETENCIES

- supportive communication / assessment interviews
- goal setting / documentation
- supervision / referral awareness
- psychoeducation / ethical boundaries

PROFESSIONAL MISSION

Turn a clear brief into dependable psychological services, rehabilitation and person-centred support work: understand the context, apply supportive communication and assessment interviews, record the evidence and explain the limitations before handover.

Career family: Mental Health, Rehabilitation & Care | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Counsellor

Meridian Care Services (fictional)

Jul 2023 - Present | Kochi, India

Independent ownership of scoped counsellor work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Prepared clear consent and service information.
- Built a synthetic goal and review template.
- Led brief clarification and prioritised work using supportive communication, assessment interviews and goal setting. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a synthetic support-plan template to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of documentation and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Counsellor

Northline Care Services (fictional)

Jul 2019 - Jun 2023 | Kochi, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in goal setting and documentation.

- Designed reviewed educational sessions and feedback processes.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied supervision and referral awareness to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a accessible information or handover record so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Document consent, scope, supervision and safeguarding escalation arrangements.
- Use respectful person-centred communication and protect confidential records.
- Present service examples without diagnoses, identifiable case histories or claims of treatment effectiveness.

PROFESSIONAL EXPERIENCE / EARLIER

Counsellor

Cedarbridge Care Services (fictional)

Jul 2016 - Jun 2019 | Kochi, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving supportive communication and assessment interviews using a documented preparation and review process.
- Supported counselling record review by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through psychoeducation and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Counsellor

Cedarbridge Care Services (fictional)

Jul 2014 - Jun 2016 | Kochi, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with supportive communication and goal setting within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Support access pathway. Prepared clear consent and service information. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Counselling record review. Built a synthetic goal and review template. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Wellbeing education programme. Designed reviewed educational sessions and feedback processes. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Support access pathway

P1 | Jan 2024 - Jun 2024 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in psychological services, rehabilitation and person-centred support; not a real client case study.

Problem. People did not understand service scope or referral options.

Objective. Create a workable response to this issue through supportive communication, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Counsellor; owned the stated workstream, not the full organisation or every collaborator contribution.

- Prepared clear consent and service information.
- Prepared the scope with the commissioning team, identified unresolved inputs and used supportive communication to turn the brief into a sequenced work package.
- Applied assessment interviews and goal setting while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. supportive communication / assessment interviews / goal setting / documentation

Deliverables. Support access pathway - scoped brief; Support access pathway - reviewed working package; Support access pathway - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a synthetic support-plan template and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for support access pathway, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): synthetic support-plan template; supervision and service-review framework; accessible information or handover record.

SPECIALIST PRACTICE

Care safeguards

The sample focuses on supportive communication, assessment interviews, goal setting. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on supportive communication and documentation for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of counselling record review, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Sample degrees do not establish clinical eligibility or registration. No real case, diagnosis, therapy advice or patient outcome is represented.

SELECTED WORK / 02 AND 03

Counselling record review

P2 | Jan 2025 - Jun 2025 | Meridian Care Services (fictional)

Problem. Support goals were documented unevenly.

Objective. Create a workable response to this issue through assessment interviews, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Counsellor; owned the stated workstream, not the full organisation or every collaborator contribution.

- Built a synthetic goal and review template.
- Prepared the scope with the commissioning team, identified unresolved inputs and used goal setting to turn the brief into a sequenced work package.
- Applied documentation and supervision while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. assessment interviews / goal setting / documentation / supervision

Delivered. Counselling record review - scoped brief; Counselling record review - reviewed working package; Counselling record review - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for counselling record review, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): synthetic support-plan template; supervision and service-review framework; accessible information or handover record.

Wellbeing education programme

P3 | Jan 2020 - Jun 2020 | Northline Care Services (fictional)

Problem. General workshops lacked contextual relevance.

Objective. Create a workable response to this issue through goal setting, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Counsellor; owned the stated workstream, not the full organisation or every collaborator contribution.

- Designed reviewed educational sessions and feedback processes.
- Prepared the scope with the commissioning team, identified unresolved inputs and used supervision to turn the brief into a sequenced work package.
- Applied referral awareness and psychoeducation while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. goal setting / documentation / supervision / referral awareness

Delivered. Wellbeing education programme - scoped brief; Wellbeing education programme - reviewed working package; Wellbeing education programme - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for wellbeing education programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): synthetic support-plan template; supervision and service-review framework; accessible information or handover record.

EDUCATION AND SPECIALIST LEARNING

Master's in Counselling Psychology

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2012 - May 2014 | completed - fictional record
Focus: supportive communication, assessment interviews, documentation. Specialist study on support access pathway; an illustrative learning project, not a published result.

Bachelor's in Psychology

Cedarhaven College of Applied Studies (fictional institution)
Jul 2009 - May 2012 | completed - fictional record
Focus: goal setting, supervision, referral awareness. Applied coursework in supportive communication, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Trauma-informed communication workshop (2023). Supportive communication and documentation in the context of counsellor work. Used reflective exercises and a bounded practice example related to support access pathway.

Confidential documentation practicum (2024). Assessment interviews and supervision in the context of counsellor work. Used reflective exercises and a bounded practice example related to counselling record review.

Safeguarding and referral seminar (2025). Goal setting and referral awareness in the context of counsellor work. Used reflective exercises and a bounded practice example related to wellbeing education programme.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: onsite or hybrid by role requirements. Relocation: open to discussion - sample preference.

Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Sample degrees do not establish clinical eligibility or registration. No real case, diagnosis, therapy advice or patient outcome is represented.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.

Contact placeholder: sia.kapoor@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.