Professional Disclosure & Informed Consent

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Welcome

Welcome to my practice!

This document provides important information about my professional background, counseling approach, the nature of our work together, confidentiality, and your rights and responsibilities as a client. Please read it carefully. If you have any questions, need clarification, or have concerns about any part of this document, please contact me before signing and completing your booking. My goal is to establish a transparent, collaborative, and trusting professional relationship.

1. Nature and Purpose of Career Counseling

Career counseling provides a dedicated space to reflect on your interests, strengths, values, personality, aspirations, and life circumstances. Whether you are exploring educational pathways, considering a career change, navigating a professional transition, or seeking greater fulfillment in your work, counseling can help you develop self-awareness, gain clarity, and make informed decisions. Career counseling is a collaborative process. You bring your experiences, perspectives, and knowledge of your own life. I contribute professional expertise, structured reflection, research-based assessment tools, and guidance to support your exploration and decision-making.

Career counseling is not psychotherapy, psychiatric treatment, or medical care and does not replace these services when they are needed.

2. What to Expect From the Counseling Process

Our work together is guided by your individual needs, questions, and goals. Depending on the services you choose, sessions may include reflective conversations, career assessments, structured exercises, exploration of educational and occupational opportunities, and practical career planning.The counseling process can be rewarding and occasionally challenging. Exploring personal values, expectations, uncertainties, and important life decisions may bring up unexpected or uncomfortable feelings. You are always encouraged to share your concerns, ask questions, and communicate what feels helpful or unhelpful.

While counseling can support greater clarity, confidence, and informed decision-making, specific outcomes cannot be guaranteed. These include, but are not limited to, admission to educational programs, job interviews, employment offers, or successful career transitions.

3. My Counseling Approach

My counseling approach draws on person-centered, existential, and solution-focused perspectives, complemented by established career development theories and frameworks.

Person-Centered Counseling

Rooted in the work of Carl Rogers, this approach emphasizes empathy, authenticity, respect, and the belief in each person's capacity for growth and self-direction. I strive to understand your experiences from your perspective and provide a supportive, nonjudgmental environment.

Existential Counseling

This approach explores meaning, personal values, freedom, responsibility, and the choices available to us. It recognizes the importance of creating a life and career that reflect what matters most to you.

Solution-Focused Counseling

This practical, future-oriented approach emphasizes your strengths, resources, and possibilities for change. Together, we identify realistic steps toward your desired goals.

These approaches inform my counseling philosophy and are adapted to your individual circumstances and the scope of career counseling.

4. Professional Qualifications and Scope of Practice

I hold a Master's degree in Counseling from Santa Clara University, California, and a Master of Advanced Studies in Vocational, Academic and Career Counseling from the Zurich University of Applied Sciences (ZHAW). I am a federally recognized vocational, academic and career counselor in Switzerland (*eidgenössisch diplomierte Berufs-, Studien- und Laufbahnberaterin*). My professional background includes counseling psychology, career development, educational counseling, adult education, and the use of standardized career assessment instruments. My services focus on career and educational exploration, professional development, career transitions, decision-making, and related questions of personal and professional growth.

I do not provide medical diagnoses, psychiatric treatment, or psychotherapy within these services. When concerns arise that fall outside my professional scope, I may recommend consultation with another qualified professional.

My professional practice is guided by the NCDA Code of Ethics and the Swiss Ethical Guidelines for Vocational, Educational and Career Counseling, developed jointly by profunda-suisse and the Swiss Conference of Directors of Vocational, Educational and Career Guidance (KBSB).

5. Career Assessments and Their Limitations

Depending on the service selected, career counseling may incorporate standardized assessment instruments, including the Strong Interest Inventory® and MBTI®.

These instruments are used to support self-reflection, career exploration, and personal and professional development. They are not diagnostic tools and should not be interpreted as definitive measures of personality, intelligence, professional competence, or future career success.

Assessment results are interpreted in the context of your individual experiences, circumstances, and goals. They should not be considered definitive answers or substitutes for personal judgment. Questionnaires, assessment reports, and supporting materials are generally provided in English. You are encouraged to ask questions whenever clarification is needed.

6. Collaboration and Responsibilities

Effective counseling depends on mutual respect, open communication, and active participation.

As your counselor, I am committed to providing professional, respectful, and nonjudgmental guidance, maintaining appropriate professional boundaries, and working within the limits of my qualifications and expertise. As a client, you are encouraged to participate actively, communicate your needs and concerns, and complete agreed-upon assessments or exercises within the specified deadlines.

You remain responsible for your own educational, professional, financial, and personal decisions.If either of us believes that the counseling relationship or services are no longer appropriate, we can discuss alternatives, including referrals to other professionals.

7. Confidentiality and Professional Consultation

Information shared during counseling is treated confidentially and handled in accordance with applicable Swiss data protection law. Personal information is not ordinarily disclosed to third parties without your consent, except where disclosure is required or permitted by applicable law.

In exceptional circumstances involving serious risks to safety or other legally relevant situations, disclosure or appropriate intervention may be necessary or legally permitted. Any such action will be considered in accordance with the applicable legal and professional requirements.

For professional reflection and quality assurance, I may consult with qualified colleagues or supervisors. Such consultations are conducted confidentially, without disclosing information that could reasonably identify individual clients. Only information necessary for the purpose of the consultation is shared.

8. Records, Personal Data, and Privacy

I maintain records necessary for providing and administering my services. These may include contact details, counseling goals, session dates, relevant professional notes, assessment information, and payment records. Personal data is processed and retained in accordance with applicable data protection requirements and the purposes described in the Privacy Policy. Assessment questionnaires, reports, and related information may also be processed through external assessment providers.

Further information about data processing, retention, service providers, and your privacy rights is available in the Privacy Policy on my website.

9. Online Counseling and Communication

Counseling sessions are generally conducted online using Zoom or another agreed-upon communication platform. Although reasonable precautions are taken to protect confidentiality, electronic communication and online platforms carry inherent privacy and technical risks. You are encouraged to participate from a private location, use a secure internet connection, and take reasonable steps to protect your own privacy. Sessions will not be audio- or video-recorded without

prior agreement. Email and other electronic communications are primarily intended for administrative matters and are not appropriate for emergencies.

10. Voluntary Participation and Client Rights

Participation in counseling is voluntary. You have the right to ask questions, express concerns, decline particular exercises or assessments, and discontinue counseling.

Any financial consequences of cancellation, rescheduling, or early termination are governed by the applicable Fees & Policies and mandatory legal requirements. You may request information about your personal data and exercise your rights under applicable data protection law.

11. Fees, Booking, and Cancellation Policies

Session fees, assessment packages, payment arrangements, cancellation and rescheduling conditions, preparation requirements, and applicable refund provisions are described in the **Fees & Policies** published on www.belearnbecome.com.

By signing this document, you acknowledge that you have been provided access to these policies and agree to the applicable contractual terms, subject to mandatory law.

12. Emergencies and Additional Support

Career counseling is not an emergency or crisis intervention service.

If you are experiencing an immediate emergency, please contact local emergency services. In Switzerland, the general emergency number is 112, and the ambulance service can be reached at 144. If you require psychological or medical support beyond the scope of career counseling, I encourage you to contact an appropriately qualified healthcare professional.

13. Informed Consent and Agreement

By signing the booking form, I confirm that:

- I understand that I may ask questions about the counseling process, services, and policies at any time, and that any questions or concerns should be addressed before I sign this document.
- I have read and understood this Professional Disclosure & Informed Consent.
- I understand the nature, purpose, potential benefits, and limitations of career counseling and assessments.
- I understand the confidentiality provisions and their limitations.
- I understand that participation is voluntary and that specific outcomes cannot be guaranteed.
- I have been provided access to the Fees & Policies and Privacy Policy.
- I voluntarily agree to participate in the selected counseling or assessment services.

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