# UKCP_Master_Logo

# General information and guidance

# This form is designed to support the assessment of all organisations of all modalities applying for membership of UKCP or being reviewed by UKCP.

# The assessment visit cannot go ahead without this submission.

# Please ensure that your submission is clearly indexed with a front cover and a contents page.

# The Regulation team and the relevant college will scrutinise this submission to ensure UKCP and college requirements are met. For Applicant Organisations (AOs), the UKCP Membership Committee will also review the submission.

# It is recognised that some supporting documents will cover more than one area of the assessment. Where this is the case please cross reference using name of document, paragraph and page numbers.

# Wherever possible, please provide supporting documentation. If a question is best answered by your documentation, please state which document provides the answer and where to find it in the submission.

# Where you believe a question is not applicable to your type of organisation, please write N/A stating why you believe this to be the case.

# If you have any difficulty in completing this form or providing the documents required, it is important that you contact the Regulation Team at UKCP.

1. **🞏 Please submit to the 3 assessors electronic copies of the completed form and all supporting documents by the required deadline. Please note the 2 college assessors may require a paper copy each sent directly to them, but the UKCP office will only accept an electronic submission..**
2. We recommend using Word or PDF documents to ensure everyone is able to access the documents.

**\*\*Please note that this questionnaire applies to organisations which only train but do not accredit. Normally another organisation will accredit/re-accredit those graduates onto the UKCP Register.\*\***

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| --- | --- | --- | --- |
| **Question** | **Response** | | |
| Organisation Name |  | | |
| Address: | Line 1:  Line 2:  Line 3:  Line 4:  Post Code: | | |
| Chair: |  | | |
| Telephone:  Email:  Website: |  | | |
| Main Contact: | Telephone:  Email: | Second Contact: | Telephone:  Email: |
| Please tick which client groups your members work with: | Adults  Children  Families  Individuals  Groups  Couples  Supervisees | | |
| What modality descriptors are you using that have been agreed by your College? | For existing OMs only | | |
| Which College(s) do you currently belong to? If applying for OM status please indicate which College you would like to be a part of? |  | | |
| Please indicate which committees you currently have? | Ethics Membership Training  Council Finance Exam Board  Diversity and Equality Quality Assurance Audit and Risk  Board of Trustees Other  This is not an exhaustive list of committees. If you have different committees please write them here. | | |

**Update on Requirements and Recommendations set at AO visit or previous OMR (for existing OMs)**

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|  | **Requirement/Recommendation** | **Response *(For this section please submit any updated documents resulting from the Requirements/ Recommendations)*** |
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**1. Organisational Information**

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|  | **Question** | **Response** | |
| 1.1 | Please provide a brief history of your organisation. |  | |
| 1.2 | Please describe the philosophy of your organisation. |  | |
| 1.3 | How is your organisation governed? |  | |
| 1.4 | What contingency plans do you have to mitigate the unexpected departure of key members of your organisation? |  | |
| 1.5 | Do you have links or ties with other organisations? If yes please provide details. |  | |
| 1.6 | How do you recruit new people (lay and internal) onto your committees and/or panels? |  | |
| 1.7 | Do you have an External Moderator for your organisation? If so, please provide their details and most recent report. (Please note this is not the same as the External Examiner.) |  | |
| 1.8 | Is Professional Indemnity Insurance in place for your organisation? |  | |
| 1.9 | Are Health and Safety Policy and Procedures in place for your organisation/venue? |  | |
| 1.10 | Is a data management and retention policy in place for your organisation and members? |  | |
| **Documents to submit** | | | **Submitted** |
| 1a. Organogram / Organisational Chart | | |  |
| 1b. Terms of Reference for all Committees, Boards | | |  |
| 1c. List of key officer roles and who holds each role | | |  |
| 1d. External Moderator’s report | | |  |
| 1e. Organisations Governance Documents (for example Bye-laws) | | |  |
| 1f. Working Online policy | | |  |
| 1g. Social Media / digital policy | | |  |
| 1h. Lone working policy | | |  |
| 1i. Annual accounts/reports for the last 3 years | | |  |
| 1j. Please provide a copy of your most recent business plan | | |  |

**2. Membership**

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|  | **Question** | **Response** |
| 2.1 | Please describe your categories of membership, the number of members in each category, and specify how many (in each category) are UKCP members (if known). |  |
| 2.2 | How do you communicate with your members? | *Please include information on the types of communication you send out to your members and whether this changes depending on the different categories of membership you offer.* |
| 2.3 | Do you have a member’s area on your website? If it is restricted access, please email the assessors with a login and password so they are able to review it. | *This can include any virtual learning tools you may provide such as Moodle or any written advertising or promotional material.* |
| 2.4 | Does your organisation or its professional members access or undertake research? |  |
| 2.5 | Do you publish research on behalf of your members (either trainees or professionals)? |  |

**3. Ethics and Conduct**

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|  | **Question** | **Response** | |
| 3.1 | Please describe how ethical questions are raised and resolved within your organisation. |  | |
| 3.2 | Do you have additional codes for students/trainees, trainers or supervisors? |  | |
| **Documents to submit** | | | **Submitted** |
| 3a. All relevant Codes of Ethics and Professional Practice/Conduct | | |  |

**4. Diversity and Equality**

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|  | **Question** | **Response** | |
| 4.1 | Do you have a Diversity and Equality policy consistent with the UKCP Diversity and Equalities Statement. How is it implemented? |  | |
| 4.2 | Do you have clear criteria relating to relevant health conditions which is consistent with diversity and equality legislation? |  | |
| 4.3 | How do you advertise for recruitment of trainees/staff? |  | |
| 4.4 | How does your recruitment for staff/trainees incorporate your policy? |  | |
| 4.5 | Do you have targeted advertising for your local community? |  | |
| 4.6 | What strategies are in place to respond in a reasonable and proportionate way to diversity and equality monitoring? |  | |
| **Documents to submit** | | | **Submitted** |
| 4a. Diversity and Equality policy | | |  |

**5. Professional Practice Policies**

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|  | **Question** | **Response** | |
| **5.1** | **CPD:** |  | |
| 5.1.1 | What are your CPD requirements for professional members? |  | |
| 5.1.2 | How do you monitor that your professional members fulfil the modality college requirements for continuous professional development (CPD)? | *Applicant organisations should consider how your current CPD requirements will fit in with your chosen College’s requirement.* | |
| 5.1.3 | What is the minimum number of clinical hours required? |  | |
| 5.1.4 | What CPD opportunities does your organisation offer? |  | |
| **5.2** | **Supervision:** |  | |
| 5.2.1 | What are your supervision requirements for professional members? |  | |
| 5.2.2 | How do you monitor that your professional members fulfil the modality college requirements for supervision? | *Applicant organisations should consider how your current supervision requirements will fit in with your chosen College’s requirement.* | |
| 5.2.3 | How do you ensure supervisors have the appropriate qualifications and experience? |  | |
| **5.3** | **Re-accreditation:** |  | |
| 5.3.1 | Please explain your re-accreditation process for your professional members. | *For Applicant Organisations: Re-accreditation occurs every 5 years throughout a UKCP registrant’s membership. This process is managed by the OM. Please outline what process you will put in place and how this meets the UKCP/college requirement.* | |
| 5.3.2 | What is your appeal process for re-accreditation processes? |  | |
| 5.3.3 | Do you have a separate committee or panel which manages the re-accreditation process? |  | |
| **5.4** | **Time Out / Return to practice:** |  | |
| 5.4.1 | What is your policy and timeframes in relation to your professional members taking time out from practice? |  | |
| 5.4.2 | What requirements do you have for someone returning to practice after a break or sabbatical? | *For Applicant Organisations: This process is managed by the OM. Please outline what process you will put in place and how this meets the UKCP/college requirement.* | |
| **Documents to submit** | | | **Submitted** |
| 5a. CPD Policy and procedures | | |  |
| 5b. Any additional supporting CPD documentation | | |  |
| 5c. Suitability/Return to Practice Policy and procedures | | |  |
| 5d. Supervision Policy | | |  |
| 5e. Details of supervision courses | | |  |
| 5f. Re-accreditation Policy, procedures, and forms, including appeals procedures | | |  |
| 5g. Please provide a selection of re-accreditation submissions (including pass, fail or referral) | | |  |

**6. Safeguarding**

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|  | **Question** | **Response** | |
| 6.1 | How do you ensure that your members have the most up to date information on safeguarding? |  | |
| 6.2 | Who delivers safeguarding training for your organisation? |  | |
| 6.3 | How many hours is the training delivered for? |  | |
| 6.4 | How do you record that your members have completed a course in safeguarding if they have not undertaken it as part of their training? |  | |
| **Documents to submit** | | | **Submitted** |
| 6a. Safeguarding Policy | | |  |

**7. Complaints**

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|  | **Question** | **Response** | |
| **7.1** | **Complaints (general):** |  | |
| 7.1.1 | How do you track complaints? Do you track them regardless of whether they complete the relevant complaints process? |  | |
| **7.2** | **Organisational Complaints:** |  | |
| 7.2.1 | If there have been complaints about your organisation in the last five years, please give brief details of the nature of each complaint, its date, how it was dealt with and the outcome or the status of the complaint should it be current. |  | |
| 7.2.2 | Describe your appeal process for the above type of complaint. |  | |
| **7.3** | **Training Complaints / Grievances:** |  | |
| 7.3.1 | If there have been complaints about the training programme itself, training staff (including training supervisors), or assessors in the last five years, please give brief details of the nature of each complaint, its date, how it was dealt with, and the outcome, or the status of the complaint should it be current. |  | |
| 7.3.2 | How would you conduct appeals for the above type of complaints? |  | |
| **7.4** | **Complaints against trainees or supervisors:** | ***NB: Complaints against UKCP Registrants should be referred to the UKCP Complaints Team and CCP. Complaints against supervisors normally are heard by the OM.*** | |
| 7.4.1 | Have there been complaints about any trainees or supervisors? If yes, please give brief details of the nature of each complaint, its date, how it was dealt with and the outcome, or the status of the complaint should it be current. | *For Applicant Organisations: Please detail any complaints made against your current members, trainees or supervisors.* | |
| 7.4.2 | How would you conduct appeals for the above type of complaint? |  | |
| **Documents to submit** | | | **Submitted** |
| 7a. Complaints tracking or log | | |  |
| 7b. Organisational complaints and appeals procedure | | |  |
| 7c. Training / Grievance procedures and appeals process | | |  |
| 7d. Complaints and appeals processes, including those for any members and trainees who are not UKCP accredited, or complaints about supervisors | | |  |

**8. Conflicts of Interest**

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|  | **Question** | **Response** | |
| **8.1** | **Conflicts of Interest:** | ***UKCP requires its organisational members to manage conflicts of interest in all aspects of the organisation, training, and committee work.*** | |
| 8.2 | How does your organisation seek to recognise any potential or perceived conflicts of interest? |  | |
| 8.3 | Please outline how your organisation would manage the situation should a conflict of interest arise? |  | |
| 8.4 | How does your organisation manage dual relationships/roles? |  | |
| **Documents to submit** | | | **Submitted** |
| 8a. Conflict of Interest policies and procedures | | |  |
| 8b. Dual relationships/roles policy | | |  |

**9. Training Programmes**

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|  | **Question** | **Response** | |
| **9.1** | **General:** |  | |
| 9.1.1 | What is the name of your training course, and how many years has it been running? |  | |
| 9.1.2 | What are the modality descriptors awarded upon accreditation from the training programme? (for example Integrative Psychotherapist, Jungian Analyst, etc) |  | |
| 9.1.4 | What qualification(s) do you offer your trainees (e.g. Diploma, MSc) and what is the title of the training? |  | |
| 9.1.5 | How do you ensure the advanced training is at Master’s level? |  | |
| 9.1.6 | Is all of your training delivered on site? If not, please detail all sites. |  | |
| 9.1.7 | Please list all psychotherapy training organisations within the auspices of your organisation, including where they are based, if applicable. |  | |
| 9.1.8 | Do you have links with a university or with other training programmes? What are they? |  | |
| **9.2** | **About the staff** |  | |
| 9.2.1 | How many core training staff do you have? (i.e. Not sessional staff members) |  | |
| 9.2.2 | What qualifications and experience do you require of your core training staff? |  | |
| 9.2.3 | What is the usual ratio of core training staff to trainees when teaching? |  | |
| 9.2.4 | Do you have additional specific CPD or development requirements for staff? |  | |
| 9.2.5 | Is there any in-service training for staff? If yes, of what does this consist? |  | |
| 9.2.6 | Do trainees have personal tutors? If yes, how frequently do they meet? |  | |
| 9.2.7 | Do you use external speakers/trainers? If yes, in what roles? |  | |
| **9.3** | **About your trainees:** |  | |
| 9.3.1 | How many new students/trainees have registered with your organisation in the last 5 years? |  | |
| 9.3.2 | How many of your students/trainees also hold ‘UKCP Student’ or ‘UKCP Trainee’ membership? |  | |
| 9.3.3 | Have students/trainees taken time out or not completed the taught training? Is there a limit to how long they can delay their training? |  | |
| 9.3.4 | How do you prepare a student/trainee to re-join the training? |  | |
| **9.4** | **Intake procedures and requirements:** |  | |
| 9.4.1 | What criteria are used to decide on an applicant’s suitability for psychotherapy / psychotherapeutic counselling training? |  | |
| 9.4.2 | How do you advertise the requirements of your Training Programme and what the training programme offers? |  | |
| 9.4.3 | What is the start to finish process? And who makes the final decision on the applicant’s approval? |  | |
| 9.4.4 | What are the selection criteria for interview? |  | |
| 9.4.5 | Describe your interview procedures. |  | |
| 9.4.6 | Describe your applicant appeals procedures. |  | |
| **9.5** | **Duration of the Training Programme and Training hours:** |  | |
| 9.5.1 | How long is your training and how is it structured over time? |  | |
| 9.5.2 | How do trainees pass from one part of the training to another? |  | |
| **9.6** | **Content of Training programme:** |  | |
| 9.6.1 | How are ethics, equality and diversity issues in psychotherapy addressed in your training? |  | |
| 9.6.2 | Please provide a breakdown of your training hours, including tutor/trainer, supervision, private study, distance learning, group work etc. |  | |
| 9.6.3 | What are the key subject areas you cover? |  | |
| 9.6.4 | Where are learning outcomes found within your student handbook? |  | |
| 9.6.5 | Please state your theory of the model of the mind? |  | |
| **9.7** | **Supervised Clinical Practice:** |  | |
| 9.7.1 | At what stage of training do trainees start to see clients? |  | |
| 9.7.2 | What arrangements do trainees make to see clients? |  | |
| 9.7.3 | What is the ratio of clients to supervision hours? |  | |
| 9.7.4 | What is the maximum number of clients that trainees can work with at one point in time? Does this vary over training? |  | |
| 9.7.5 | What is the minimum and/ or maximum number of clients or client hours that trainees must undertake before qualifying? |  | |
| 9.7.6 | What is the frequency of client sessions in which you train? (i.e. long term, short term etc.) |  | |
| 9.7.7 | Is supervision included as part of the training or are trainees required to obtain external supervision? |  | |
| 9.7.8 | Does supervision take place within groups? If yes:   1. How long and frequent is the group? 2. How many trainees participate in the group? 3. When does this take place on the training? |  | |
| 9.7.9 | Is individual supervision mandatory for trainees? If yes:   1. How long and frequent is this supervision? 2. When does it take place on the training? |  | |
| 9.7.10 | How do you ensure an external supervisor is appropriate for trainees? |  | |
| 9.7.11 | How do you ensure appropriate communication between supervisors and core training staff? |  | |
| **9.8** | **Personal Therapy / Personal Development:** |  | |
| 9.8.1 | How does the training meet the UKCP personal therapy/personal development requirement? |  | |
| 9.8.2 | If you use personal development as part/ all of your requirement, please provide evidence of how long you assure that it is of sufficient depth for an individual preparing practice of psychotherapy? |  | |
| 9.8.3 | What, if any, guidance is given to trainees in finding suitable therapists? |  | |
| 9.8.4 | Explain the type of space which is provided to trainees to discuss the experience of being in training. |  | |
| **9.9** | **Capacity for trainees to recognise severely disturbed clients:** | **NB:**  Please note that current UKCP generic training criteria include the following requirement: ***An opportunity for trainees to develop the capacity to recognise severely disturbed clients.***  This criterion is generally understood in UKCP to include some kind of experience of working with, or being in a placement where the trainee is introduced to, the more severely disturbed client groups including some awareness of working with psychopathology. | |
| 9.9.1 | Are your trainees required to complete a psychiatric or other mental health familiarisation placement? |  | |
| 9.9.2 | If not, please explain how your trainees meet the above UKCP requirement in recognising severely disturbed clients. |  | |
| 9.9.3 | Where trainees are required to complete a mental health familiarisation placement, please answer the following:   1. How are suitable placements found? |  | |
|  | 1. How long is the placement? |  | |
|  | 1. Does the trainee and/or placement submit a report? |  | |
|  | 1. How do you teach psychiatry mental health issues? |  | |
| **9.10** | **Research:** |  | |
| 9.10.1 | Please state how research is embedded in the training? |  | |
| 910.2 | How is research methodology taught? |  | |
| **9.11** | **Trainee participation:** |  | |
| 9.11.1 | How do you enable trainees to have a voice in your training programme? |  | |
| **9.12** | **Assessment – Written work:** |  | |
| 9.12.1 | Please list all written work required of the trainees over the duration of the Training Programme. |  | |
| 9.12.2 | What criteria are required for students to pass from one stage to another in the training? |  | |
| **9.13** | **Assessment – General** |  | |
| 9.13.1 | Do you have vivas, interviews or other forms of face-to-face assessment? |  | |
| 9.13.2 | What structures/measures are in place to ensure consistent marking/assessing across the assessment team? (I.e. blind marking, double marking, etc.) |  | |
| 9.13.3 | How do you ensure assessors are addressing bias, unconscious discrimination or etc when it arises? |  | |
| 9.13.4 | How is the supervised practice assessed? |  | |
| 9.13.5 | How do you check whether trainees or applicants have met your personal therapy requirements? |  | |
| 9.13.6 | Is any practice placement assessed? |  | |
| 9.13.7 | Does the placement give feedback? |  | |
| 9.13.8 | Does the trainee give feedback in regards to the assessment process? |  | |
| 9.13.9 | Describe any other assessment procedures that occur during the Training Programme. |  | |
| 9.13.10 | Against which criteria are trainees assessed? |  | |
| 9.13.11 | What procedures do you have for on-going assessment of the trainee’s level of personal readiness or development? |  | |
| 9.13.12 | What is the longest (word count) piece of written work required of your trainees? |  | |
| 9.13.13 | At what point in the training is the substantial (Masters or Masters level equivalent for psychotherapy or dissertation for psychotherapeutic counselling) piece of written work required? |  | |
| **9.14** | **Assessors / Examiners:** |  | |
| 9.14.1 | Please provide the following information about your assessors/examiners:   1. Who does the assessment in your organisation? |  | |
|  | 1. Who are your assessors and how many do you have? |  | |
|  | 1. How do you recruit assessors? |  | |
|  | 1. How do you decide who is eligible to do the assessing? |  | |
|  | 1. How are they qualified to perform their role in relation to psychotherapists? |  | |
| 9.14.2 | What mechanisms are in place to allow assessors to feedback into the training and your organisation as a whole? |  | |
| 9.14.3 | Who is your external examiner? |  | |
| **Documents to submit** | | | **Submitted** |
| 9a. Provide name and details for the external examiner | | |  |
| 9b. Copy of most recent report to your organisation (external examiner) | | |  |
| 9c. CVs for core training staff | | |  |
| 9d. Intake procedures and requirements:  9d1. describe and evidence appeals procedure  9d2. publicity material with pricing  9d3. Application forms  9d4. Procedures and process documents for interviewing applicants | | |  |
| 9e. Training Programmes- copies of:  9e1. Curriculum  9e2. Timetables  9e3. Reading lists  9e4. Student handbook  9e5. Prospectus | | |  |
| 9f. Provide details of Personal therapy/ personal development policy/procedure (if available) | | |  |
| 9g. Provide documentation relating to your safeguarding policies and procedures | | |  |
| 9h. Assessment- Written Work:  9h1. Evidence of assessment criteria for all written work  9h2. Guidance documents for trainees on the use of academic referencing  9h3. Examples of marking sheets used in assessing written work | | |  |
| 9i. Assessment- General:  9i1. Provide relevant documentation  9i2. Describe and evidence your final examination procedures by which you decide to accredit, defer or fail the trainees submission | | |  |
| 9j. Assessors/Examiners:  \*documentation that specifies the nature and scope of your relationship with assessors/examiners | | |  |
| 9k. Provide documentation relating to your APEL and APL procedures including suitability to practice procedures | | |  |
| 9l. On the visit the assessment team must see examples of written work that relate to the final years of your organisation's training(s). These should include examples from recent graduates or graduate candidates for the last five years of accredited trainees. The examples should range from written work that achieved a distinction (or equivalent) through to ones that failed.  Please include the following for each example:   1. The subject 2. When in the training it is required 3. Number of words required 4. Feedback sheets from double marking, along with pass/fail or level of pass | | |  |

**10. Accrediting individuals**

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|  | **Question** | **Response** | |
| **10.1** | **Accrediting** | ***Please note that this section applies to organisations which only train - they do not accredit their graduates onto the UKCP Register.*** | |
| 10.1.1 | Please list all documentation required of applicants seeking accreditation with UKCP. | *For Applicant Organisations: Please also detail the documentation you plan to implement once you have a become an OM.* | |
| 10.1.2 | Which organisation accredits these graduates onto the UKCP Register? |  | |
| 10.1.3 | How do you ensure that graduates have met the requirements for accreditation? |  | |
| 10.1.4 | What is the process an *applicant* undertakes to be accredited to the UKCP Register? |  | |
| 10.1.5 | What is the process *you* follow to put forward someone onto the UKCP register? | *NB: This is the operational process following on from the accrediting process, and could include sign off of applications and etc.* | |
| 10.1.6 | Does the applicant/member give feedback to this assessment process? |  | |
| 10.1.7 | What procedures do you have for applicants seeking individual accreditation as a psychotherapist/psychotherapeutic counsellor from your organisation without completing part of a training run by you? |  | |
| **Documents to submit** | | | **Submitted** |
| 10a. Examples of submitted documentation | | |  |
| 10b. Procedures for accreditation | | |  |
| 10c. Guidance notes or other supporting documentation | | |  |

Data Protection

UKCP is committed to protecting our members’ personal information. The information provided will be used by UKCP to create or update records held by us. Your information will be processed in accordance with UKCP’s Data Protection Policy.

We will keep your data confidential and we will only use your OMR information within UKCP. No identifiable information will be published about you. If you have any questions or comments, please refer to the UKCP’s Data Protection policy.