

General information and guidance

1. This form is designed to support the assessment of all organisations of all modalities applying for membership of UKCP or being reviewed by UKCP.
2. The assessment visit cannot go ahead without this submission.
3. Please ensure that your submission is clearly indexed with a front cover and a contents page.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. **🞏 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..**
10. We recommend using Word or PDF documents to ensure everyone is able to access the documents.

|  |  |
| --- | --- |
| **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 [ ] Quality Assurance [ ] Council [ ] Finance [ ] Exam Board[ ] Diversity and Equality [ ] Accreditation [ ] 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)**

|  |  |  |
| --- | --- | --- |
|  | **Requirement/Recommendation** | **Response *(For this section please submit any updated documents resulting from the Requirements/ Recommendations)*** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

**1. Organisational Information**

|  |  |  |
| --- | --- | --- |
|  | **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**

|  |  |  |
| --- | --- | --- |
|  | **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? |  |

**3. Ethics and Conduct**

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Response** |
| 3.1 | Please describe how ethical questions are raised and resolved within your organisation. |  |
| 3.2 | Do you have an additional code for supervisors? |  |
| **Documents to submit** | **Submitted** |
| 3a. All relevant Codes of Ethics and Professional Practice/Conduct |[ ]

**4. Diversity and Equality**

|  |  |  |
| --- | --- | --- |
|  | **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 staff/volunteers? |  |
| 4.4 | How does your recruitment for staff/volunteers 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**

|  |  |  |
| --- | --- | --- |
|  | **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**

|  |  |  |
| --- | --- | --- |
|  | **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**

|  |  |  |
| --- | --- | --- |
|  | **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** | **Accrediting Complaints (Accrediting Process):**  | ***This section applies to both UKCP-trained and non-UKCP-trained applicants (as applicable).*** |
| 7.3.1 | Have there been complaints about your accreditation process that puts people forward for UKCP registration? 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 if it’s current. |  |
| 7.3.2 | How would you conduct appeals for the above type of complaint? |  |
| **7.4** | **Complaints against 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 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 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. Grievance procedures and appeals process |[ ]
| 7d. Accreditation complaints process and appeals process |[ ]
| 7e. Complaints and appeals processes, including those for any members who are not UKCP accredited, or complaints about supervisors |[ ]

**8. Conflicts of Interest**

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Response** |
| **8.1** | **Conflicts of Interest:** | ***UKCP requires its organisational members to manage conflicts of interest in all aspects of the organisation 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. Accrediting individuals**

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Response** |
| **9.1** | **Accrediting**  | **Please note that this section applies to organisations which accredit non-UKCP-trained applicants/individual professionals.** |
| 9.1.1 | 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.* |
| 9.1.2 | Against which criteria are applicants assessed?  |  |
| 9.1.3 | Do you have an appeal process? Describe and evidence this process. |  |
| 9.1.4 | Describe your application review process.  |  |
| 9.1.5 | How do you ensure applicants have met your personal therapy requirements?  |  |
| 9.1.6 | Is any psychiatric or mental health placement assessed? |  |
| 9.1.7 | Does the applicant/member give feedback to this assessment process? |  |
| 9.1.8 | Do you accept applications from graduates of a particular training that is not UKCP accredited? If yes, please specify the nature and scope of this relationship. |  |
| 9.1.9 | What is the procedure for applicants seeking individual accreditation as a psychotherapist/psychotherapeutic counsellor from your organisation? |  |
| 9.1.10 | 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.* |
| **9.2** | **Assessors for Accreditation** |  |
| 9.2.1 | Who does the assessment in your organisation, for example an Assessment Panel, Accreditation Panel or other Committee?  |  |
| 9.2.2 | How many assessors do you have? |  |
| 9.2.3 | How do you recruit for these roles? |  |
| 9.2.4 | How are assessors qualified to perform their role?  |  |
| **Documents to submit** | **Submitted** |
| 9a. Examples of submitted documentation |[ ]
| 9b. Application form and procedures for accreditation |[ ]
| 9c. Guidance notes or other supporting documentation |[ ]

**10. Accrediting other organisations or training programmes**

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Response** |
| **10.1** | **Accrediting**  | **Please note that this section applies to organisations which accredit *other organisations or training programmes*** |
| 10.1.1 | Please list all documentation required of applicant organisations or programmes seeking accreditation/re-accreditation with you. |  |
| 10.1.2 | Against which criteria are applicants organisations/programmes assessed? (for example, your own training standards, your modality college’s training standards, or etc) |  |
| 10.1.3 | Describe your application/organisational review process.  |  |
| 10.1.4 | Does the application process vary from the subsequent review process? If so, please describe the difference(s). |  |
| 10.1.5 | Do you have an appeal process? Describe and evidence this process. |  |
| 10.1.6 | Does the applicant/member give feedback to this assessment process? |  |
| **10.2** | **Assessors for Accreditation** |  |
| 10.2.1 | Who does the assessment in your organisation, for example an Assessment Panel, Accreditation Panel or other Committee?  |  |
| 10.2.2 | How many assessors do you have? |  |
| 10.2.3 | How do you recruit for these roles? |  |
| 10.2.4 | How are assessors qualified to perform their role?  |  |
| **Documents to submit** | **Submitted** |
| 10a. Examples of submitted documentation |[ ]
| 10b. Application form and procedures for accreditation |[ ]
| 10c. Outline of your quality review/re-assessment process(es) |[ ]
| 10d. Guidance notes or other supporting documentation |[ ]
| 10e. Other relevant documentation, including training standards and etc |[ ]

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.