



Membership Committee Terms of Reference

UPCA is committed to promoting high standards in the implementation of its membership policy and procedures. The membership committee will ensure that those applying for membership have completed all elements of the criteria relevant to their membership category. This includes training requirements, and the requirements for personal therapy, supervision and practice as set out in the training standards. The committee will ensure that members are properly informed, and abide by governance arrangements for members through the code of conduct, performance and ethics, and through arrangements for continuing professional development and supervision.

The objectives of the Membership Committee are to:

- Monitor and oversee the implementation of the membership policy.
- Develop and oversee the supervision policy.
- Assess applications for membership.
- Develop and oversee the implementation of clear policies and procedures for accreditation and reaccreditation through designated routes.
- Develop and oversee the implementation of clear policies and procedures for registration of clinical supervisors.
- Monitor the annual renewal and 5 year re-accreditation process, ensuring that CPD requirements have been met.
- Oversee the audit processes of a sample of annual renewals, against renewal criteria.
- Monitor current policies and changes in requirements for accreditation from relevant bodies (UTC, UKCP), advising council of such and ensure these are met.
- Monitor and implement the APL/APEL policy for accreditation.
- Ensure that descriptors and labels used by members are in line with the programmes/courses from which they have graduated.
- Ensure that the requirements for accreditation have been met by all those who are designated as accredited.
- Provide clear mechanisms and criteria for those wishing to apply for the APL/APEL route to accredited membership.

- Assess whether applications for accreditation through APL/APEL meet the listed requirements and provide feedback on what further work needs to be done, where applicable.
- Liaise with the Training Standards Committee as part of ensuring SETS are in place and implemented.