



**Universities Psychotherapy and Counselling  
Association**

**Policies and Procedures for Universities seeking  
Affiliation and Programme Accreditation with UPCA.**

**October 2014**

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### **Foreword**

The Aim of this Handbook is to assist you with preparing your application for affiliation and approval of relevant programmes in Psychotherapy and/or Psychotherapeutic Counselling, through the Universities Psychotherapy and Counselling Association (UPCA).

### **1. Introduction**

The Universities Psychotherapy and Counselling seeks to encourage diversity in our approved trainings and approaches to practice. We encourage the

development of programmes and members who are able to engage critically with different modalities, whatever their preferred orientation.

University training programmes are all subject to rigorous quality assurance processes within their host university. They share a commitment to the highest professional as well as academic standards of education. These programmes draw on, and contribute to, a wide range of research traditions within the fields of counselling and psychotherapy.

These guidelines include all the relevant UPCA policies and procedures as well as the various forms for completion. The processes for applying for institutional affiliation and accreditation of programmes of education in psychotherapy and psychotherapeutic counselling are set out in sections 2 and 3 of this document.

## **2. Policy and procedure for institutional affiliation to UPCA**

### **2.1 Preliminary Notes**

- a. A University School/Department/Research Centre or University-linked Institution providing education, courses, and programmes of training in Psychotherapy and/or Psychotherapeutic Counselling can apply for affiliation.
- b. Affiliation is the means by which an institution can gain membership of UPCA, and hence the ability to apply for accreditation of courses and programmes.
- c. Affiliation entitles an institution to representation at UPCA Council, and institutional involvement in UPCA affairs.

### **2.2 Procedures**

- a. Following an enquiry from an institution about affiliation to UPCA, and about accreditation of courses and programmes by UPCA, the UPCA Training Standards Committee will establish an Affiliation Team.
- b. The Affiliation Team will consist of two members of the Training Standards Committee, one member appointed as convener for affiliation.
- c. The convener for affiliation will liaise with a representative of the university, guide completion of an initial draft affiliation application form (see appendix 1), and arrange a suitable date and time for a visit.
- d. An affiliation visit enables UPCA to consider the programmes and potential programmes offered by an institution, and the context in which these are delivered. The affiliation visit also enables UPCA to offer advice and guidance on UPCA standards and procedures for affiliation and accreditation.

e. The convener will produce an Affiliation Report of the visit, in collaboration with the other member of the Affiliation Team, describing the nature and content of the visit, and recommendations for the Institution.

f. A draft of the Affiliation Report will be sent to the institutional representative for comments, and then considered by UPCA Training Standards Committee. A final report, approved by the committee will be sent to the institutional representative.

### **3. Policy and Procedure for accrediting and re-accrediting University and university-validated courses**

#### **3.1 Preliminary Notes**

- a. These procedures use Standards of Education and Training (SETs) determined by the UPCA Training Standards Committee (see appendices 2 and 3). These SETs are approved by the UKCP Universities Training College (UTC), of which UPCA is a Member Organisation.
- b. An Accreditation Team consisting of members of the UPCA Training Standards Committee in conjunction with the UKCP Universities Training College will undertake accreditation and reaccreditation.
- c. Accreditation will be for a maximum of five years

#### **3.2 The role of the University**

- a. Only training courses which lead to a degree in a psychotherapeutic subject awarded by a UK University and which also provide a training to the level appropriate to independent practice as a psychotherapist are eligible for accreditation.
- b. The courses must be taught in an institution which is already affiliated to the Association
- c. University departments or centres, or institutions which are validated by a UK University for the purpose of teaching the course are eligible for affiliation. Accreditation will not be considered unless the regulations of the course are published by a UK University.
- d. For some courses, graduation may only take place once a level of training consistent with independent professional practice has been reached. For others, award of a degree will precede the completion of training.
- e. In the latter case, the University must have published the criteria and procedures for recognising the completion of training in addition to the award of the degree. These procedures will normally include evidence of the completion of the training criteria being considered at an examiners' meeting constituted according to the rules of the University.
- f. The University must have and must apply to the course:
  - an appropriate equal opportunities policy

- an appropriate procedures concerning staff and student welfare
- an appropriate procedures for quality assessment of the course, and appropriate grievance, complaints, and disciplinary procedures for staff and students.

These procedures will be deemed to apply to the conduct of staff and students in their academic role. The UPCA ethical codes will apply to staff or students acting in clinical or therapeutic roles.

### **3.3. The Role of the UKCP Universities Training College**

- a. Accreditation and re-accreditation will be conducted in collaboration with representatives from the UKCP Universities Training College.
- b. The Universities Training College will nominate a member to the accreditation or re-accreditation process.

### **3.4 The role of UPCA**

- a. An application for accreditation or re-accreditation will be made using forms provided (see appendices 4 and 5). Forms will be accompanied by the relevant programme/university documentation and regulations.
- b. The UPCA Training Standards Committee will consider the application. If forms and documentation are in order this Committee will nominate an Accreditation Team consisting of two of its members, one as convener, and a nominee from the Universities Training College. The convenor will be responsible for arranging a suitable date and time for the visit and will liaise with the course director/programme team.
- c. Visits will normally take place within three months of the application being made
- d. The convenor will also be responsible for the writing of the report on the course, following the visit. The report will contain a factual account of the course, suggestions for improvement, and recommendations for any conditions which are placed on accreditation.
- e. Recommendations may range from unconditional accreditation, accreditation with changes to be made before the next visit in five years, accreditation with changes to be made before the next visit and a recommendation that this visit is to take place in one, two, three or four years, refusal to grant accreditation until conditions have been met in which case a date for a further visit will be set, or refusal to grant accreditation in which case a period will be set following which a further application may be considered. Complete refusals to grant application will be rare, because the process of affiliation requires a consideration of training standards of any training courses provided within departments, centres or other institutions.
- f. The convenor will ensure that the course director has checked the factual elements of this report, but not the recommendations.
- g. The convenor will also ensure that the whole report is approved by all members of the Accreditation Team.

- h. The completed report will normally be placed on the agenda of the next meeting of the Training Standards Committee for approval. This meeting will normally take place within three months of the visit. Reports are to be considered as confidential documents, and it will be the responsibility of UPCA, UTC, and members Accreditation Team to respect this confidentiality.
- i. In the event that accreditation is refused the course leader can appeal to the Training Standards Committee. Further appeals can be made to UPCA Council and then finally UTC Executive Committee. The decisions of UTC Executive Committee are final.
- j. If UPCA or UTC has reason to believe that the training provided by an accredited course has changed substantially since accreditation, it may require that a re-accreditation takes place before the date that had been previously recommended.

## Appendix 1



## Universities Psychotherapy and Counselling Association

## **Application for Affiliation**

### **Preliminary Note:**

A University School/Department/Research Centre or University-linked Institution providing training in Psychotherapy and/or Counselling can apply for Affiliation. For psychotherapy courses, Affiliation is the first stage to Accreditation by a joint UPCA/UKCP visiting panel.

### **Affiliated status makes the institution, in effect, a friend of the UPCA, meaning that**

- UPCA will provide information about its standards and procedures.
- UPCA will provide an initial visit to the institution to study the course(s).
- UPCA will provide guidance in the validation process by the University.
- UPCA will guide the institute towards and through the Accreditation process.
- The Institution will receive any publications of UPCA.
- The Institution will receive an invitation to the UPCA Conference.
- At the AGM the Institution's representative will have a full vote.
- The institution earns the right to advertise its Affiliation to UPCA. Only after courses have been formally accredited by both UPCA and UKCP can the UKCP-connection be publicised.

The cost of Affiliation is £170.00 per annum. The standard fee for any formal visit is £250.00, plus travel expenses.



**Universities Psychotherapy and Counselling  
Association**

## Application For Affiliation

Please complete the following:

### Section 1 The Institution

University:

Department/School/Centre/Institution:

Contact Person's Name:

Contact Person's Role:

Official Address:

Telephone:

Email:

### Section 2 The Programmes

Programmes(s) in Psychotherapy or Counselling offered by the Institution:

- 1)
- 2)
- 3)
- 4)

**Questions regarding programme(s) for which accreditation will be sought.** (please complete one questionnaire per programme)

**Please answer questions and/or indicate any relevant documentation included.**

1. What is the title of the programme / undergraduate or postgraduate

2. What are the prerequisite qualifications for applicants entering the programme

3. What title does the programme aim to accredit – psychotherapist or psychotherapeutic counsellor	
4. What modality title does the programme propose to accredit and is this modality reflected appropriately in the training	
5. How many years training (full time/part time)	
6. How many contact hours training per year	
7. How many personal therapy hours per year	
8. What is the selection criteria for a personal therapist e.g. 3 years post UKCP registration	
9. What is the selection criteria for a clinical supervisor	
10. What is the ratio of supervision to clinical practice hours	
11. What is the progression to accreditation criteria to ensure that a) students have reached required standard b) University process has recorded due process has taken place.	
12. What are the requirements for the appointment of external examiners	
13. What is the process of progression to accreditation a) if achieved during programme b) if achieved post graduation	
14. Is the progression to accreditation criteria listed in the student handbook?	
15. Have you sent a pdf copy of your programme handbook to the UPCA Administration office?	

16. Is this programme listed on your university website / if so please send a link to the UPCA Administration office?	
17. How do programmes support students working towards accreditation and ensure all students are UPCA registered on an annual basis.	
<p><b>On behalf of the above University/University-linked institution, I hereby apply for Affiliation with the UPCA and will abide by the UPCA Codes of Ethics and Practice.</b></p> <p>Signature: _____ Date: _____</p> <p>Position: _____</p> <p><b>Please confirm that the following are hereby enclosed:</b></p> <p>Application Fee @ £250.00 (made payable to UPCA). [ ]</p> <p>Latest Documentation (e.g. Course Handbook) in four copies. [ ]</p> <p>Copy of the Validation Document or Memorandum of Cooperation. [ ]</p> <p style="text-align: right;">Aff/App 2014</p>	

UPCA Administration Office, PO Box 3076, Reading RG1 9YF

## Appendix 2



# Universities Psychotherapy and Counselling Association

## Standards of Education and Training in Psychotherapy (SETS)

### 1. *Introduction*

The Universities Psychotherapy and Counselling seeks to encourage diversity in our approved trainings and approaches to practice. We encourage the development of programmes and members who are able to engage critically with different modalities, whatever their preferred orientation.

University training programmes are all subject to rigorous quality assurance processes within their host university. They share a commitment to the highest professional as well as academic standards of education. These programmes draw on, and contribute to, a wide range of research traditions within the fields of counselling and psychotherapy.

These Standards of Education and Training conform to minimum Core Criteria as stipulated in the both the University Training College (UTC) and United Kingdom Council for Psychotherapy (UKCP 2012) Standards of Education and Training documents. Thus successful completion of a UPCA approved training programme and any post qualifying requirements leads to registration by UPCA and UKCP as a Psychotherapist. These SETS have also been written in reference to QAA's subject benchmarks in Counselling and Psychotherapy.

### 2. *Guiding Principles*

The following Guiding Principles have agreed that programmes of education in psychotherapy will:

- Recognise the existence of different psychotherapies, based on different theories, and should promote respectful understanding of differences and similarities between theories.
- Be theoretically informed and practise based.
- Be related to clinical work in occupational settings.
- Provide transparency and accountability in their assessment processes.
- Operate within an ethical, equal opportunities and diversity framework.

### 3. *Entry Requirements*

3.1 Entry is at postgraduate level. University based Psychotherapy training programmes should have in place appropriate procedures for assessing applicant's ability to undertake such a programme of education. These should normally include some of the following entry requirements:

- An undergraduate degree

- A relevant professional training
- Accreditation of Prior Experiential Learning
- Accreditation of Learning

3.2 Applicants will be assessed in relation to the following qualities:

- A capacity for critical reflection and self-directed learning
- An ability to listen and respond with compassion and respect
- An awareness of prejudice and the ability to respond openly to issues of race, gender, age, sexual orientation, class, disability, ethnic, spiritual/religious and cultural differences, and diversity.
- A capacity to reflect on their own potential areas of prejudice and discrimination.
- Self-awareness and a commitment to self-development.

3.3 Selection Procedures

Programmes shall have in place:

- Published selection criteria
- Robust assessment processes for the selection of applicants. Interviews will normally take place with at least 2 members of staff.
- Equal opportunities policies and procedures to ensure that applicants are not discriminated against with regard to race, gender, class, age, sexual orientation, disability and cultural differences.

4. *Minimum Training Criteria*

4.1 Accredited programmes of education must:

- Lead to a postgraduate award in a psychotherapeutic subject by a UK University.
- Provide a training normally over a 4 year period (this may include an introductory year).
- Enable students to develop to a level appropriate for independent practice as psychotherapists.

4.2 The programme must lead to a method of psychotherapy which:

- is well defined
- has a sound theoretical basis
- is recognised by UPCA
- is research based
- integrates theory and practice.

4.2 Theory and Practice

Accredited programmes of education should include the study of the theory and practice of psychotherapy from assessment to termination. This will include:

- A model of the person and mind.

- A model of gendered and culturally influenced human growth and development.
- A model of human change and ways in which change can be facilitated.
- An extensive literature which includes critiques of models being taught.
- The philosophical underpinnings of models being taught.
- An understanding of a broad range of psychotherapeutic approaches.
- An understanding of psychopathology and complex presentations in psychotherapy.
- An understanding of the social context in which psychotherapy takes place.
- Ethical principles and their application.
- Evidence based practice of both open ended and time limited psychotherapeutic work.
- An understanding of the role of diversity and equal opportunities in the context of psychotherapeutic work.
- The development of the skills necessary to engage critically with psychotherapy research evidence and the ability to design and implement a research project.

4.3 Research: Research acquisition should include a critical understanding of the relevance of studies and research findings in human development, psychopathology, sexuality, and ethics.

Accredited programmes of education will ensure that candidates gain an understanding of research methodologies and their application to the investigation and evaluation of the psychotherapeutic process and its interventions from assessment to termination.

Accredited programmes of education will provide sufficient opportunities for their students to develop the following capacities so that at the point of qualification the candidate has:

- An understanding of different approaches to research into psychotherapy practice.
- The capacity to critically understand a research report in relevant clinical and professional journals.
- The capacity to evaluate the significance of research findings with respect to their own practice.
- A working knowledge of research findings in relation to assessment for therapeutic intervention, and a capacity to critique these.
- A working knowledge of research findings regarding psychotherapy process and their implications for practice.

4.4 Supervised Practice of Psychotherapy:

The supervised practice of psychotherapy is central to all UPCA approved training programmes. This requirement is achieved through individual practice as a candidate in training supported by an appropriately trained, experienced and qualified supervisor. This may occur either through appropriately supported and supervised independent practice or in a practice placement or through a combination of these approved by the relevant University training. The minimum ratio of supervision to practice hours is 1 hour of supervision (group supervision to be calculated pro rata) to every 6 hours of practice.

Supervisors should be UKCP, UPCA or BPC registered psychotherapists, or equivalent, and trained in a modality congruent with that of the training being undertaken.

Accredited programmes of education must provide and operate an effective system for approving and monitoring all placements and supervisors for individual clinical practice.

Candidates should demonstrate their competency for a minimum of **200** hours of supervised practice during the life of the course. Consistent with their modality philosophy, trainings should stipulate whether their requirements with regard to long and short term work and clearly define these terms to candidates.

#### 4.5 Personal Psychotherapy

Trainings shall include arrangements to ensure that candidates can identify and manage appropriately their personal involvement in, and contribution to, the process of the psychotherapy approach they practice. This will normally be achieved through the experience of personal psychotherapy delivered by a UKCP, UPCA or BPC registered psychotherapist, or equivalent, and will not normally be less than 30 hours per year during the training and a minimum of 160 hours over the four year training.

#### 4.6 The following are the minimum requirements for accreditation and registration as a psychotherapist:

- The successful undertaking of a four year postgraduate professional programme of education.
- A total number of supervised client hours accumulated should be not less than 450.
- The ratio of individual supervision hours to overall client hours should be a minimum of 1:6.
- Group supervision should reflect this ratio (minimum 10 minutes supervision for client hour)
- Supervised hours should be made up of client contracts that reflect the approach to be practiced and demonstrate that the candidate has the appropriate experience and competence for the model of psychotherapy that they are practicing.
- A minimum of 30 hours per year during the training and a minimum of 160 hours over the four year training of personal psychotherapy congruent with the psychotherapy in which they are training.

#### 4.7 Candidates should show that they have established themselves in practice with substantial experience in the kinds of psychotherapy that they intend to offer.

#### 4.8 Candidates should have the opportunity to develop:

- Skills in assessing and responding to the range or responses to shock and trauma, bereavement and psychological crisis and differentiate these from severe mental illness.
- The capacity to recognise severely disturbed clients and understand when the psychotherapist should seek other professional advice.

- An understanding of the procedures used in psychiatric assessment and liaison with other professionals involved in mental health.

#### *5. Requirements for programmes of education*

- Accredited programmes of education in Psychotherapy will lead to a Masters' level qualification.
- Accredited programmes will demonstrate an integration of critical academic learning, supervised practice, experiential learning, and personal development.
- The length of programmes will not normally be shorter than 4 years. This can include an introductory year.
- A panel of UPCA representatives will validate each programme.
- Accredited programmes shall be reviewed for the purposes of re-validation by UPCA no less than every five years. This may take place alongside internal university revalidation processes.

#### *6. Assessment*

- Throughout the programme the candidate's clinical and professional progress will be adequately assessed according to the guidelines of the university concerned.
- All university based programmes of education in psychotherapy will have external examiners monitoring the quality and fairness of assessment criteria and feedback.
- Tutors involved with such programmes should avoid, wherever possible, the holding of dual roles in relation to the candidate in training (e.g. supervisor and trainer or personal psychotherapist and trainer).
- All university programmes of education in psychotherapy have published appeals procedures in the event of disagreement over assessment.
- Assessment procedures will be designed in order to ensure that candidates can demonstrate fitness to practise as a psychotherapist.
- Programmes should ensure that handbooks clearly describe the assessment requirements for progress within and between each stage of the program.

#### *7. Qualification and Registration*

- Programmes of education in psychotherapy shall specify whether qualification coincides with the recognition of candidates as eligible for registration by UPCA/UKCP.
- Where qualification or graduation from one part of the programme and registration do not coincide programmes are required to specify what further professional development is required for registration.
- The definition of such further professional development might include considerations relating to the nature of supervision and the range, quantity and intensity of practice and/or study.
- Where qualification and graduation do not coincide the programme shall stipulate the nature of the ongoing relationship between the candidate and the training post qualification and pre-registration.
- University programmes will also set out clear procedures for ensuring criteria have been met including any completed post training.

- f) University programmes will also set out clear procedures for providing written confirmation, to UPCA, of students' completion of the criteria for registration in line with the requirements set out in UPCA membership policy.

#### *8. Continuing Professional Development*

- a) UPCA has in place a CPD policy in accordance with UTC and UKCP guidelines.
- b) Graduates of approved trainings are required to apply for clinical membership with UPCA and to complete a CPD return for each year of their membership.
- c) Training programmes should have a commitment to life long learning and the need for monitoring practice.

#### *9. Programme resources*

- a. Programmes shall publish a student Handbook that has clear information on the length and time frame of courses, a definition of supervised practice requirements as well as requirements for personal therapy. Any costs associated with the training but excluded from the course fees should be clearly identified such as those associated with personal therapy and supervision received outside of placement settings.
- b. Programmes shall ensure that the resources provided to candidates and staffs are adequate to effectively support the learning, development and teaching activities for the program.
- c. Programmes shall identify a named individual who holds responsibility for leading the program. These should be led by appropriately qualified and experienced individuals and should be UKCP registered.
- d. Programmes shall have a majority of appropriately qualified and experienced staff in place to deliver the program effectively. This will mean that the majority of the staff will be UKCP registered.
- e. Accredited programmes will provide a balance of tutor contact hours, personal study and peer group work.

#### *10. Student and staff support*

Programmes shall ensure that appropriate and proportionate provision is made for the academic and pastoral support for candidates and staff.

## Appendix 3



# Universities Psychotherapy and Counselling Association

## Standards of Education and Training in Psychotherapeutic Counselling

### 1. *Introduction*

The Universities Psychotherapy and Counselling Association seeks to encourage diversity in our approved trainings and approaches to practice. We encourage the development of programmes and members who are able to engage critically with different modalities, whatever their preferred orientation.

University training programmes are all subject to rigorous quality assurance processes within their host university. They share a commitment to the highest professional as well as academic standards. These trainings draw on, and contribute to, a wide range of research traditions within the fields of counselling and psychotherapy.

These Standards of Education and Training conform to minimum Core Criteria as stipulated in both the University Training College (UTC) and the United Kingdom Council for Psychotherapy (UKCP) Standards of Education and Training (2008) documents. Thus successful completion of a UPCA approved training programme and any post qualifying requirements leads to registration as a UKCP Psychotherapeutic Counsellor. These SETS have also been written in reference to QAA's subject benchmarks in Counselling and Psychotherapy.

### 2. *Guiding Principles*

The following Guiding Principles have agreed that programmes of education in psychotherapy will:

- Recognise the existence of different approaches to counselling, based on different theories, and should promote respectful understanding of differences and similarities between theories.
- Be theoretically informed and practise based.
- Be related to clinical work in occupational settings.
- Provide transparency and accountability in their assessment processes.
- Operate within an ethical, equal opportunities and diversity framework.

### 3. *Entry Requirements*

- 3.1. Entry is at a minimum of undergraduate or post graduate level. University based programmes in Psychotherapeutic Counselling should have in place appropriate procedures for assessing applicants' ability to undertake such a

training. These should normally include some of the following entry requirements:

- A relevant professional training or equivalent experience
- Accreditation of Prior Experiential Learning
- Accreditation of Prior Learning

3.2. Applicants will be assessed in relation to the following qualities:

- A capacity for self reflection and self-directed learning
- An ability to listen and respond with compassion and respect
- An awareness of prejudice and the ability to respond openly to issues of race, gender, age, sexual orientation, class, disability, ethnic, spiritual/religious and cultural differences, and diversity.
- A capacity to reflect on their own potential areas of prejudice and discrimination.
- Self-awareness and a commitment to self-development.

3.3. Selection Procedures

Programmes shall have in place:

- Published selection criteria
- Robust assessment processes for the selection of applicants. Interviews will normally take place with at least 2 members of staff.
- Equal opportunities policies and procedures to ensure that applicants are not discriminated against with regard to race, gender, class, age, sexual orientation, disability and cultural differences.

4. *Minimum Training Criteria*

4.1. Accredited programmes of education must:

- Lead to an undergraduate/postgraduate award in a psychotherapeutic counselling subject by a UK University.
- Provide a training normally over a minimum 3 year (part time) period.
- Enable students to develop to a level appropriate for independent practice as psychotherapeutic counsellors.

4.2. Accredited programmes of education must lead to a method of psychotherapeutic counselling which:

- is well defined
- has a sound theoretical basis
- is recognised by UPCA
- integrates theory and practice.
- Includes consideration of the implications of research relevant to psychotherapeutic counselling

4.2. Theory and Practice

Accredited programmes should include the study of the theory and practice of psychotherapy from assessment to termination. This should include:

- A model of the person and mind.

- A model of gendered and culturally influenced human growth and development.
- A model of human change and ways in which change can be facilitated.
- An extensive literature which includes critiques of models being taught.
- The philosophical underpinnings of models being taught.
- An understanding of a broad range of psychotherapeutic approaches.
- An understanding of psychopathology and complex presentations in psychotherapy.
- An understanding of the social context in which psychotherapy takes place.
- Ethical principles and their application.
- Evidence based practice of both open ended and time limited psychotherapeutic work.
- An understanding of the role of diversity and equal opportunities in the context of psychotherapeutic work.

#### 4.3. Research:

Research acquisition should include the development of research awareness including general knowledge of research methods relevant to psychotherapeutic counselling and the ability to review the relevance of studies and research findings in human development, psychopathology, sexuality, and ethics.

Programmes should provide sufficient opportunities for their students to develop the following capacities so that at the point of qualification the candidate has:

- An understanding of different approaches to research into psychotherapy practice.
- The capacity to understand a research report in relevant clinical and professional journals.
- The capacity to reflect on the significance of research findings with respect to their own practice.
- A working knowledge of research findings in relation to assessment for therapeutic intervention, and a capacity to consider implications for psychotherapeutic practice.
- A working knowledge of research findings regarding psychotherapeutic process and their implications for practice.

#### 4.4. Supervised Practice of Psychotherapeutic Counselling:

The supervised practice of psychotherapeutic counselling is central to all UPCA approved training programmes. This requirement is achieved through individual practice as a candidate in training supported by an appropriately trained, experienced and qualified supervisor. This will occur either through appropriately supported and supervised practice placements approved by the relevant University training. The minimum ratio of supervision to practice hours is 1 hour of supervision (group supervision to be calculated pro rata) to every 6 hours of practice.

Supervisors should be UKCP, UPCA or BPC registered psychotherapeutic counsellors or psychotherapists, or equivalent, and trained in a modality congruent with that of the training being undertaken.

Accredited programmes must provide and operate an effective system for approving and monitoring all placements and supervisors for individual clinical practice.

Candidates should demonstrate their competency for a minimum of **100** hours of supervised practice during the life of the course. Consistent with their modality philosophy, trainings should stipulate whether their requirements with regard to long and short term work and clearly define these terms to candidates.

#### 4.5. Personal Therapeutic Experience

Programmes shall include arrangements to ensure that candidates can identify and manage appropriately their personal involvement in, and contribution to, the process of the psychotherapy approach they practice. This will normally be achieved through the experience of personal psychotherapeutic counselling/psychotherapy delivered by a UKCP, UPCA or BPC registered psychotherapeutic counsellor or psychotherapist, or equivalent, and will not normally be less than 50 hours during the training and a minimum 105 hours overall for accreditation.

#### 4.6. The following are the minimum requirements for accreditation and registration as a psychotherapeutic counsellor:

- The successful undertaking of a three year undergraduate professional training course of not less than 450 hours of skills and theory.
- A total number of supervised client hours accumulated should be not less than 450.
- The ratio of individual supervision hours to overall client hours should be a minimum of 1:6.
- Group supervision should reflect this ratio (minimum 10 minutes supervision for client hour)
- Supervised hours should be made up of client contracts that reflect the approach to be practiced and demonstrate that the candidate has the appropriate experience and competence for the model of psychotherapy that they are practicing.
- A minimum of 105 hours personal psychotherapeutic counselling or psychotherapy congruent with the modality in which they are training.

#### 4.7. Candidates should have the opportunity to develop:

- Skills in assessing and responding to the range or responses to shock and trauma, bereavement and psychological crisis and differentiate these from severe mental illness.
- The capacity to recognise severely disturbed clients and understand when the psychotherapist should seek other professional advice.
- An understanding of the procedures used in psychiatric assessment and liaison with other professionals involved in mental health.

### 5. *Requirements for programme of education*

- a) Accredited programmes for Psychotherapeutic Counselling will lead to an undergraduate/postgraduate award/qualification.
- b) Accredited programmes will demonstrate an integration of academic learning, supervised practice, experiential learning, and personal development.
- c) The length of the programme will not normally be shorter than 3 years.
- d) Each training will be validated by a panel of UPCA representatives.
- e) Accredited programmes shall be reviewed for the purposes of re-validation by the College no less than every five years. This may take place alongside internal university revalidation processes.

## 6. *Assessment*

- g) Throughout the course the candidate's clinical and professional progress will be adequately assessed according to the guidelines of the university concerned.
- h) All university based programmes will have external examiners monitoring the quality and fairness of assessment criteria and feedback.
- i) Tutors involved with programmes should avoid, wherever possible, the holding of dual roles in relation to the candidate in training (e.g. supervisor and trainer or personal psychotherapist and trainer).
- j) All university programmes of education have published appeals procedures in the event of disagreement over assessment.
- k) Assessment procedures will be designed in order to ensure that candidates can demonstrate fitness to practise as a psychotherapist.
- l) Programmes should ensure that handbooks clearly describe the assessment requirements for progress within and between each stage of the program.

## 7. *Qualification and Registration*

- g) University programmes of education shall specify whether qualification coincides with the recognition of candidates as eligible for registration by UPCA and UKCP.
- h) Where qualification or graduation from one part of the programme and registration do not coincide trainings are required to specify what further professional development is required for registration.
- i) The definition of such further professional development might include considerations relating to the nature of supervision and the range, quantity and intensity of practice and/or study.
- j) Where qualification and graduation do not coincide the programme shall stipulate the nature of the ongoing relationship between the candidate and the programme post qualification and pre-registration.
- k) University programmes of education will also set out clear procedures for ensuring criteria have been met including any completed post training.
- l) University programmes of education will also set out clear procedures for providing written confirmation, to UPCA, of students' completion of the criteria for registration in line with the requirements set out in UPCA membership policy.

## 8. *Continuing Professional Development*

- d) UPCA has in place a CPD policy in accordance with the UKCP guidelines.
- e) Graduates of approved trainings are required to apply for clinical membership with UPCA and to complete a CPD return for each year of their membership.
- f) Training and/or Accrediting organisations should have a commitment to life long learning and the need for monitoring practice.

9. *Programme Resources*

- a. Programmes shall publish a student Handbook that has clear information on the length and time frame of courses, a definition of supervised practice requirements as well as requirements for personal therapy. Any costs associated with the training but excluded from the course fees should be clearly identified such as those associated with personal therapy and supervision received outside of placement settings.
- b. Programmes shall ensure that the resources provided to candidates and staffs are adequate to effectively support the learning, development and teaching activities for the program.
- c. Programmes shall identify a named individual who holds responsibility for leading the program. These should be led by appropriately qualified and experienced individuals and should be UKCP registered.
- d. Programmes shall have a majority of appropriately qualified and experienced staff in place to deliver the program effectively. This will mean that the majority of the staff will be UKCP registered.
- e. Accredited programmes will provide a balance of tutor contact hours, personal study and peer group work.

10. *Student and Staff support*

Programmes shall ensure that appropriate and proportionate provision is made for the academic and pastoral support for candidates and staff.



## Appendix 4



# Universities Psychotherapy and Counselling Association

## **APPLICATION FOR APPROVAL OF A UNIVERSITY PROGRAMME THAT LEADS TO PSYCHOTHERAPY ACCREDITATION.**

### **Procedure for programme approval**

The University Programme Team will demonstrate to the Panel of UPCA assessors how they meet the UPCA Standards for Education and Training. This will be achieved by:

1. Submission of:
  - a. This completed form, indicating the location of evidence within the relevant supporting documentation that demonstrates how each criterion is met.
  - b. Supporting documents such as pre-course publicity documents, the training handbook, and assessment criteria that demonstrate the above.

4 copies of these documents together with the application form and fee must be sent to the UPCA administrator at least two weeks prior to the visit.

2. Visit to the course to observe and verify that the course meets the requirements

### Requirements for programmes of education

- Accredited programmes of education in Psychotherapy will lead to a Masters' level qualification.
- Accredited programmes will demonstrate an integration of critical academic learning, supervised practice, experiential learning, and personal development.
- The length of programmes will not normally be shorter than 4 years. This can include an introductory year.
- A panel of UPCA representatives will validate each programme.
- Accredited programmes shall be reviewed for the purposes of re-validation by UPCA no less than every five years. This may take place alongside internal university revalidation processes.

### Location of Evidence Demonstrating Standards for Education and Training

<b>Programme Title:</b>	
<b>Institution at which programme is Based:</b>	
<b>Degree title:</b>	
<b>Date when programme first taught:</b>	
<b>Date when first students graduate:</b>	

	<b>Are students required to be members of UPCA? If not, please explain why not.</b>			
	<b>Does the course currently lead directly or indirectly to graduates becoming registered by UKCP? Please give details.</b>			
	<b>Is the course accredited by any other professional organisation?</b>			
			<b>These columns are for UPCA purposes only</b>	
	<b>UPCA Standards for Education and Training</b>	Please indicate where each SET is evidenced in your documentation (ie document title, page number, section no).	Confirm whether standard is met	Comments/recommendations
<b>1.</b>	<b>Required policies for programmes</b>			
	<ul style="list-style-type: none"> <li>a. Programmes shall adhere to the College's Code of Ethics and Practice in line with UKCP Ethical Requirements.</li> <li>b. Trainings shall have published Fitness to Practice Procedures. These may those of the host university.</li> <li>c. Programmes shall have methods and regulations for the processing of Accreditation of Prior Learning (APL), Assessment for Prior Experiential Learning (APEL), and Credit Accumulation Transfer.</li> <li>d. Programmes shall have an equal opportunities policy</li> <li>e. Programmes shall have a complaints policy and grievance procedures.</li> </ul>			
<b>2.</b>	<b>Guiding principles</b>			

	<p>The following Guiding Principles have agreed that programmes of education in psychotherapy will:</p> <ul style="list-style-type: none"> <li>• Recognise the existence of different psychotherapies, based on different theories, and should promote respectful understanding of differences and similarities between theories.</li> <li>• Be theoretically informed and practise based.</li> <li>• Be related to clinical work in occupational settings.</li> <li>• Provide transparency and accountability in their assessment processes.</li> <li>• Operate within an ethical, equal opportunities and diversity framework.</li> </ul>			
<b>3.</b>	<b>Programme Entry Requirements</b>			
3.1	<p>Entry is at postgraduate level. University based Psychotherapy training programmes should have in place appropriate procedures for assessing applicant's ability to undertake such a programme of education. These should normally include some of the following entry requirements:</p> <ul style="list-style-type: none"> <li>• An undergraduate degree</li> <li>• A relevant professional training</li> <li>• Accreditation of Prior Experiential Learning</li> <li>• Accreditation of Learning</li> </ul>			
3.2	<p>How will applicants be assessed in relation to the following qualities:</p> <ul style="list-style-type: none"> <li>• A capacity for critical reflection and self-directed learning</li> <li>• An ability to listen and respond with compassion and respect</li> <li>• An awareness of prejudice and the ability to respond openly to issues of race, gender, age, sexual orientation, class, disability, ethnic, spiritual/religious and cultural differences, and diversity.</li> <li>• A capacity to reflect on their own potential areas of prejudice and discrimination.</li> <li>• Self-awareness and a commitment to self-development.</li> </ul>			
3.3	Programmes shall have in place:			

	<ul style="list-style-type: none"> <li>Published selection criteria</li> <li>Robust assessment processes for the selection of applicants. Interviews will normally take place with at least 2 members of staff.</li> <li>Equal opportunities policies and procedures to ensure that applicants are not discriminated against with regard to race, gender, class, age, sexual orientation, disability and cultural differences.</li> </ul>			
<b>4.</b>	<b>Minimum Training Criteria</b>			
4.1	<p>Accredited programmes of education must:</p> <ul style="list-style-type: none"> <li>Lead to a postgraduate award in a psychotherapeutic subject by a UK University.</li> <li>Provide a training normally over a 4 year period (this may include an introductory year).</li> <li>Enable students to develop to a level appropriate for independent practice as psychotherapists.</li> </ul> <p>Please provide a clear schematic structure of the various learning elements over each year of the programme.</p>			
4.2	<p>The programme must lead to a method of psychotherapy which:</p> <ul style="list-style-type: none"> <li>is well defined</li> <li>has a sound theoretical basis</li> <li>is recognised by UPCA</li> <li>is research based</li> <li>integrates theory and practice.</li> </ul>			
4.3	<p>Theory and Practice</p> <p>Accredited programmes of education should include the study of the theory and practice of psychotherapy from assessment to termination. This will include:</p>			

	<ul style="list-style-type: none"> <li>• A model of the person and mind.</li> <li>• A model of gendered and culturally influenced human growth and development.</li> <li>• A model of human change and ways in which change can be facilitated.</li> <li>• An extensive literature which includes critiques of models being taught.</li> <li>• The philosophical underpinnings of models being taught.</li> <li>• An understanding of a broad range of psychotherapeutic approaches.</li> <li>• An understanding of psychopathology and complex presentations in psychotherapy.</li> <li>• An understanding of the social context in which psychotherapy takes place.</li> <li>• Ethical principles and their application.</li> <li>• Evidence based practice of both open ended and time limited psychotherapeutic work.</li> <li>• An understanding of the role of diversity and equal opportunities in the context of psychotherapeutic work.</li> <li>• The development of the skills necessary to engage critically with psychotherapy research evidence and the ability to design and implement a research project.</li> </ul>			
4.4	<p>Research: Research acquisition should include a critical understanding of the relevance of studies and research findings in human development, psychopathology, sexuality, and ethics.</p> <p>Accredited programmes of education will ensure that candidates gain an understanding of research methodologies and their application to the investigation and evaluation of the psychotherapeutic process and its interventions from assessment to termination.</p> <p>Accredited programmes of education will provide sufficient opportunities for their students to develop the following capacities so that at the point of qualification the candidate has:</p> <ul style="list-style-type: none"> <li>• An understanding of different approaches to research into psychotherapy practice.</li> <li>• The capacity to critically understand a research report in relevant clinical and professional journals.</li> </ul>			

	<ul style="list-style-type: none"> <li>• The capacity to evaluate the significance of research findings with respect to their own practice.</li> <li>• A working knowledge of research findings in relation to assessment for therapeutic intervention, and a capacity to critique these.</li> <li>• A working knowledge of research findings regarding psychotherapy process and their implications for practice.</li> </ul>			
4.5	<p>Supervised Practice of Psychotherapy:</p> <p>The supervised practice of psychotherapy is central to all UPCA approved training programmes. This requirement is achieved through individual practice as a candidate in training supported by an appropriately trained, experienced and qualified supervisor. This may occur either through appropriately supported and supervised independent practice or in a practice placement or through a combination of these approved by the relevant University training. The minimum ratio of supervision to practice hours is 1 hour of supervision (group supervision to be calculated pro rata) to every 6 hours of practice.</p> <p>Supervisors should be UKCP, UPCA or BPC registered psychotherapists, or equivalent, and trained in a modality congruent with that of the training being undertaken.</p> <p>Accredited programmes of education must provide and operate an effective system for approving and monitoring all placements and supervisors for individual clinical practice.</p> <p>Candidates should demonstrate their competency for a minimum of <b>200</b> hours of supervised practice during the life of the course. Consistent with their modality philosophy, trainings should stipulate whether their requirements with regard to long and short term work and clearly define these terms to candidates.</p>			
4.6	<p>Personal Therapeutic Experience</p> <p>Trainings shall include arrangements to ensure that candidates can identify and manage appropriately their personal involvement in, and contribution to, the process of the psychotherapy approach they practice.</p>			

	<p>This will normally be achieved through the experience of personal psychotherapy delivered by a UKCP, UPCA or BPC registered psychotherapist, or equivalent, and will not normally be less than 30 hours per year during the training and a minimum of 160 hours over the four year training.</p>			
4.7	<p>Clear written guidance on the minimum requirements for accreditation and registration as a psychotherapist which are:</p> <ul style="list-style-type: none"> <li>• The successful undertaking of a four year postgraduate professional programme of education.</li> <li>• A total number of supervised client hours accumulated should be not less than 450.</li> <li>• The ratio of individual supervision hours to overall client hours should be a minimum of 1:6.</li> <li>• Group supervision should reflect this ratio (minimum 10 minutes supervision for client hour) Supervised hours should be made up of client contracts that reflect the approach to be practiced and demonstrate that the candidate has the appropriate experience and competence for the model of psychotherapy that they are practicing.</li> <li>• A minimum of 30 hours per year during the training and a minimum of 160 hours over the four year training of personal psychotherapy congruent with the psychotherapy in which they are training.</li> </ul>			
4.8	<p>Candidates should show that they have established themselves in practice with substantial experience in the kinds of psychotherapy that they intend to offer.</p> <p>Candidates should have the opportunity to develop:</p> <ul style="list-style-type: none"> <li>• Skills in assessing and responding to the range or responses to shock and trauma, bereavement and psychological crisis and differentiate these from severe mental illness.</li> <li>• The capacity to recognise severely disturbed clients and understand when the psychotherapist should seek other professional advice.</li> </ul>			

	<ul style="list-style-type: none"> <li>An understanding of the procedures used in psychiatric assessment and liaison with other professionals involved in mental health.</li> </ul>			
<b>5.</b>	<b>Assessment</b>			
	<ol style="list-style-type: none"> <li>Throughout the programme the candidate's clinical and professional progress will be adequately assessed according to the guidelines of the university concerned.</li> <li>All university based programmes of education in psychotherapy will have external examiners monitoring the quality and fairness of assessment criteria and feedback.</li> <li>Tutors involved with such programmes should avoid, wherever possible, the holding of dual roles in relation to the candidate in training (e.g. supervisor and trainer or personal psychotherapist and trainer).</li> <li>All university programmes of education in psychotherapy have published appeals procedures in the event of disagreement over assessment.</li> <li>Assessment procedures will be designed in order to ensure that candidates can demonstrate fitness to practise as a psychotherapist.</li> <li>Programmes should ensure that handbooks clearly describe the assessment requirements for progress within and between each stage of the program.</li> </ol>			
<b>6.</b>	<b>Qualification and Registration</b>			
	<ol style="list-style-type: none"> <li>Programmes of education in psychotherapy shall specify whether qualification coincides with the recognition of candidates as eligible for registration by UPCA/UKCP.</li> <li>Where qualification or graduation from one part of the programme and registration do not coincide programmes are required to specify what further professional development is required for registration.</li> <li>The definition of such further professional development might include considerations relating to the nature of supervision and the range, quantity and intensity of practice and/or study.</li> <li>Where qualification and graduation do not coincide the programme shall stipulate the nature of the ongoing relationship between the candidate and the training post qualification and pre-registration.</li> </ol>			

	<ul style="list-style-type: none"> <li>e. University programmes will also set out clear procedures for ensuring criteria have been met including any completed post training.</li> <li>f. University programmes will also set out clear procedures for providing written confirmation, to UPCA, of students' completion of the criteria for registration in line with the requirements set out in UPCA membership policy.</li> </ul>			
<b>7.</b>	<b>Continuing Professional Development</b>			
	<p>UPCA has in place a CPD policy in accordance with UTC and UKCP guidelines.</p> <ul style="list-style-type: none"> <li>a. Graduates of approved trainings are required to apply for clinical membership with UPCA and to complete a CPD return for each year of their membership.</li> <li>b. Training programmes should have a commitment to life long learning and the need for monitoring practice.</li> </ul>			
<b>8.</b>	<b>Programme resources</b>			
	<ul style="list-style-type: none"> <li>a. Programmes shall publish a student Handbook that has clear information on the length and time frame of courses, a definition of supervised practice requirements as well as requirements for personal therapy. Any costs associated with the training but excluded from the course fees should be clearly identified such as those associated with personal therapy and supervision received outside of placement settings.</li> <li>b. Programmes shall ensure that the resources provided to candidates and staffs are adequate to effectively support the learning, development and teaching activities for the program.</li> <li>c. Programmes shall identify a named individual who holds responsibility for leading the program. These should be led by appropriately qualified and experienced individuals and should be UKCP registered.</li> <li>d. Programmes shall have a majority of appropriately qualified and experienced staff in place to deliver the program effectively. This will mean that the majority of the staff will be UKCP registered. (Please provide a summary of the names and qualifications of all staff).</li> <li>e. Accredited programmes will provide a balance of tutor contact hours, personal study and peer group work.</li> </ul>			

	f. Please provide the names and addresses of your external examiners for the programme.			
<b>9.</b>	<b>The Student Voice</b>			
	Programmes shall provide mechanisms whereby students have the opportunity for: a. providing evaluation and feedback to the programme team. b. representation on the relevant university/departmental/programme committees.			
<b>10.</b>	<b>Student and staff support</b>			
	Programmes shall ensure that appropriate and proportionate provision is made for the academic and pastoral support for candidates and staff.			
<b>11.</b>	<b>Summary of feedback to the programme team</b>			
	<b>Comments:</b>			
	<b>Recommendations:</b>			
<b>12</b>	<b>Confirmation that conditions have been met/not met</b>			
	<b>Comments:</b>			



## Appendix 4



# Universities Psychotherapy and Counselling Association

## APPLICATION FOR APPROVAL OF A UNIVERSITY PROGRAMME THAT LEADS TO PSYCHOTHERAPEUTIC COUNSELLING ACCREDITATION.

### Procedure for programme approval

The University Programme Team will demonstrate to the Panel of UPCA assessors how they meet the UPCA Standards for Education and Training. This will be achieved by:

1. Submission of:
  - a. This completed form, indicating the location of evidence within the relevant supporting documentation that demonstrates how each criterion is met.
  - b. Supporting documents such as pre-course publicity documents, the training handbook, and assessment criteria that demonstrate the above.

4 copies of these documents together with the application form and fee must be sent to the UPCA administrator at least two weeks prior to the visit.

2. Visit to the course to observe and verify that the course meets the requirements

### Requirements for programmes of education

- Accredited programmes of education in Psychotherapeutic counselling lead to an undergraduate/postgraduate award/qualification.
- Accredited programmes will demonstrate an integration of academic learning, supervised practice, experiential learning, and personal development.
- The length of programmes will not normally be shorter than 3 years.
- A panel of UPCA representatives will validate each programme.
- Accredited programmes shall be reviewed for the purposes of re-validation by UPCA no less than every five years. This may take place alongside internal university revalidation processes.

### Location of Evidence Demonstrating Standards for Education and Training

<b>Programme Title:</b>	
<b>Institution at which programme is Based:</b>	
<b>Degree title:</b>	
<b>Date when programme first taught:</b>	
<b>Date when first students graduate:</b>	

	<b>Are students required to be members of UPCA? If not, please explain why not.</b>			
	<b>Does the course currently lead directly or indirectly to graduates becoming registered by UKCP? Please give details.</b>			
	<b>Is the course accredited by any other professional organisation?</b>			
			<b>These columns are for UPCA purposes only</b>	
	<b>UPCA Standards for Education and Training</b>	Please indicate where each SET is evidenced in your documentation (ie document title, page number, section no).	Confirm whether standard is met	Comments/recommendations
<b>1.</b>	<b>Required policies for programmes</b>			
	<ul style="list-style-type: none"> <li>a. Programmes shall adhere to the College's Code of Ethics and Practice in line with UKCP Ethical Requirements.</li> <li>b. Trainings shall have published Fitness to Practice Procedures. These may those of the host university.</li> <li>c. Programmes shall have methods and regulations for the processing of Accreditation of Prior Learning (APL), Assessment for Prior</li> </ul>			

	<p>Experiential Learning (APEL), and Credit Accumulation Transfer.</p> <p>d. Programmes shall have an equal opportunities policy.</p> <p>e. Programmes shall have a complaints policy and grievance procedures.</p>			
<b>2.</b>	<b>Guiding principles</b>			
	<p>The following Guiding Principles have agreed that programmes of education in psychotherapy will:</p> <ul style="list-style-type: none"> <li>• Recognise the existence of different psychotherapies, based on different theories, and should promote respectful understanding of differences and similarities between theories.</li> <li>• Be theoretically informed and practise based.</li> <li>• Be related to clinical work in occupational settings.</li> <li>• Provide transparency and accountability in their assessment processes.</li> <li>• Operate within an ethical, equal opportunities and diversity framework.</li> </ul>			
<b>3.</b>	<b>Programme Entry Requirements</b>			
3.1	<p>Entry is at a minimum of undergraduate or postgraduate level. University based Psychotherapeutic Counselling training programmes should have in place appropriate procedures for assessing applicant's ability to undertake such a programme of education. These should normally include some of the following entry requirements:</p> <ul style="list-style-type: none"> <li>• A relevant professional training or equivalent experience</li> <li>• Accreditation of Prior Experiential Learning</li> <li>• Accreditation of Learning</li> </ul>			
3.2	<p>How will applicants be assessed in relation to the following qualities:</p> <ul style="list-style-type: none"> <li>• A capacity for critical reflection and self-directed learning</li> <li>• An ability to listen and respond with compassion and respect</li> <li>• An awareness of prejudice and the ability to respond openly to issues of race, gender, age, sexual orientation, class, disability, ethnic, spiritual/religious and cultural differences, and diversity.</li> <li>• A capacity to reflect on their own potential areas of prejudice and discrimination.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Self-awareness and a commitment to self-development.</li> </ul>			
3.3	<p>Programmes shall have in place:</p> <ul style="list-style-type: none"> <li>• Published selection criteria</li> <li>• Robust assessment processes for the selection of applicants. Interviews will normally take place with at least 2 members of staff.</li> <li>• Equal opportunities policies and procedures to ensure that applicants are not discriminated against with regard to race, gender, class, age, sexual orientation, disability and cultural differences.</li> </ul>			
<b>4.</b>	<b>Minimum Training Criteria</b>			
4.1	<p>Accredited programmes of education must:</p> <ul style="list-style-type: none"> <li>• Lead to an undergraduate/postgraduate award in a psychotherapeutic counselling subject by a UK University.</li> <li>• Provide a training normally over a minimum 3 year period.</li> <li>• Enable students to develop to a level appropriate for independent practice as psychotherapeutic counsellors.</li> </ul> <p>Please provide a clear schematic structure of the various learning elements over each year of the programme.</p>			
4.2	<p>The programme must lead to a method of psychotherapy which:</p> <ul style="list-style-type: none"> <li>• is well defined</li> <li>• has a sound theoretical basis</li> <li>• is recognised by UPCA</li> <li>• Includes consideration of the implications of research relevant to psychotherapeutic counselling</li> <li>• integrates theory and practice</li> </ul>			
4.3	<p>Theory and Practice</p> <p>Accredited programmes of education should include the study of the</p>			

	<p>theory and practice of psychotherapeutic counselling from assessment to termination. This will include:</p> <ul style="list-style-type: none"> <li>• A model of the person and mind.</li> <li>• A model of gendered and culturally influenced human growth and development.</li> <li>• A model of human change and ways in which change can be facilitated.</li> <li>• An extensive literature which includes critiques of models being taught.</li> <li>• The philosophical underpinnings of models being taught.</li> <li>• An understanding of a broad range of psychotherapeutic approaches.</li> <li>• An understanding of psychopathology and complex presentations in psychotherapeutic counselling.</li> <li>• An understanding of the social context in which psychotherapeutic counselling takes place.</li> <li>• Ethical principles and their application.</li> <li>• Evidence based practice of both open ended and time limited psychotherapeutic work.</li> <li>• An understanding of the role of diversity and equal opportunities in the context of psychotherapeutic work.</li> </ul>			
4.4	<p>Research:</p> <p>Research acquisition should include the development of research awareness including general knowledge of research methods relevant to psychotherapeutic counselling and the ability to review the relevance of studies and research findings in human development, psychopathology, sexuality, and ethics.</p> <p>Programmes should provide sufficient opportunities for their students to develop the following capacities so that at the point of qualification the candidate has:</p> <ul style="list-style-type: none"> <li>• An understanding of different approaches to research into psychotherapy practice.</li> <li>• The capacity to understand a research report in relevant clinical and professional journals.</li> </ul>			

	<ul style="list-style-type: none"> <li>• The capacity to reflect on the significance of research findings with respect to their own practice.</li> <li>• A working knowledge of research findings in relation to assessment for therapeutic intervention, and a capacity to consider implications for psychotherapeutic practice.</li> <li>• A working knowledge of research findings regarding psychotherapeutic processes and their implications for practice.</li> </ul>			
4.5	<p>Supervised Practice of Psychotherapy:</p> <p>The supervised practice of psychotherapeutic counselling is central to all UPCA approved training programmes. This requirement is achieved through individual practice as a candidate in training supported by an appropriately trained, experienced and qualified supervisor. This will occur either through appropriately supported and supervised practice placements approved by the relevant University training. The minimum ratio of supervision to practice hours is 1 hour of supervision (group supervision to be calculated pro rata) to every 6 hours of practice.</p> <p>Supervisors should be UKCP, UPCA or BPC registered psychotherapists, or equivalent, and trained in a modality congruent with that of the training being undertaken.</p> <p>Accredited programmes of education must provide and operate an effective system for approving and monitoring all placements and supervisors for individual clinical practice.</p> <p>Candidates should demonstrate their competency for a minimum of <b>100</b> hours of supervised practice during the life of the course. Consistent with their modality philosophy, trainings should stipulate whether their requirements with regard to long and short term work and clearly define these terms to candidates.</p>			
4.6	<p>Personal Therapeutic Experience</p> <p>Programmes shall include arrangements to ensure that candidates can identify and manage appropriately their personal involvement in, and contribution to, the process of the psychotherapy approach they practice. This will normally be achieved through the experience of personal</p>			

	psychotherapeutic counselling/psychotherapy delivered by a UKCP, UPCA or BPC registered psychotherapeutic counsellor or psychotherapist, or equivalent, and will not normally be less than 50 hours during the training and a minimum 105 hours overall for accreditation.			
4.7	<p>Clear written guidance on the minimum requirements for accreditation and registration as a psychotherapist which are:</p> <ul style="list-style-type: none"> <li>• The successful undertaking of a three year postgraduate professional programme of education.</li> <li>• A total number of supervised client hours accumulated should be not less than 450. The ratio of individual supervision hours to overall client hours should be a minimum of 1:6.</li> <li>• Group supervision should reflect this ratio (minimum 10 minutes supervision for client hour) Supervised hours should be made up of client contracts that reflect the approach to be practiced and demonstrate that the candidate has the appropriate experience and competence for the model of psychotherapy that they are practicing.</li> <li>• A minimum of 105 hours personal psychotherapeutic counselling or psychotherapy congruent with the modality in which they are training.</li> </ul>			
4.8	<p>Candidates should have the opportunity to develop:</p> <ul style="list-style-type: none"> <li>• Skills in assessing and responding to the range or responses to shock and trauma, bereavement and psychological crisis and differentiate these from severe mental illness.</li> <li>• The capacity to recognise severely disturbed clients and understand when the psychotherapist should seek other professional advice.</li> <li>• An understanding of the procedures used in psychiatric assessment and liaison with other professionals involved in mental health.</li> </ul>			
<b>5.</b>	<b>Assessment</b>			
	a. Throughout the programme the candidate's clinical and professional progress will be adequately assessed according to the guidelines of the university concerned.			

	<ul style="list-style-type: none"> <li>b. All university based programmes of education in psychotherapeutic counselling will have external examiners monitoring the quality and fairness of assessment criteria and feedback.</li> <li>c. Tutors involved with such programmes should avoid, wherever possible, the holding of dual roles in relation to the candidate in training (e.g. supervisor and trainer or personal psychotherapeutic counsellor and trainer).</li> <li>d. All university programmes of education in psychotherapeutic counselling have published appeals procedures in the event of disagreement over assessment.</li> <li>e. Assessment procedures will be designed in order to ensure that candidates can demonstrate fitness to practise as a psychotherapeutic counsellor.</li> <li>f. Programmes should ensure that handbooks clearly describe the assessment requirements for progress within and between each stage of the program.</li> </ul>			
<b>6.</b>	<b>Qualification and Registration</b>			
	<ul style="list-style-type: none"> <li>a. University programmes of education shall specify whether qualification coincides with the recognition of candidates as eligible for registration by UPCA/UKCP.</li> <li>b. Where qualification or graduation from one part of the programme and registration do not coincide programmes are required to specify what further professional development is required for registration.</li> <li>c. The definition of such further professional development might include considerations relating to the nature of supervision and the range, quantity and intensity of practice and/or study.</li> <li>d. Where qualification and graduation do not coincide the programme shall stipulate the nature of the ongoing relationship between the candidate and the training post qualification and pre-registration.</li> <li>e. University programmes will also set out clear procedures for ensuring criteria have been met including any completed post training.</li> <li>f. University programmes will also set out clear procedures for providing written confirmation, to UPCA, of students' completion of the criteria for registration in line with the requirements set out in UPCA membership policy.</li> <li>g. Please provide the names and addresses of your external examiners</li> </ul>			

	for the programme.			
<b>7.</b>	<b>Continuing Professional Development</b>			
	<p>UPCA has in place a CPD policy in accordance with UTC and UKCP guidelines.</p> <p>a. Graduates of approved trainings are required to apply for clinical membership (non accredited) with UPCA and to complete a CPD return for each year of their membership.</p> <p>b. Training programmes should have a commitment to life long learning and the need for monitoring practice.</p>			
<b>8.</b>	<b>Programme resources</b>			
	<p>a. Programmes shall publish a student Handbook that has clear information on the length and time frame of courses, a definition of supervised practice requirements as well as requirements for personal therapy. Any costs associated with the training but excluded from the course fees should be clearly identified such as those associated with personal therapy and supervision received outside of placement settings.</p> <p>b. Programmes shall ensure that the resources provided to candidates and staffs are adequate to effectively support the learning, development and teaching activities for the program.</p> <p>c. Programmes shall identify a named individual who holds responsibility for leading the program. These should be led by appropriately qualified and experienced individuals and should be UKCP registered.</p> <p>d. Programmes shall have a majority of appropriately qualified and experienced staff in place to deliver the program effectively. This will mean that the majority of the staff will be UKCP registered. (Please provide a summary of the names and qualifications of all staff).</p> <p>e. Accredited programmes will provide a balance of tutor contact hours, personal study and peer group work.</p> <p>f. Please provide the names and addresses of your external examiners for the programme.</p>			
<b>9.</b>	<b>The Student Voice</b>			

	<p>Programmes shall provide mechanisms whereby students have the opportunity for:</p> <p>a. providing evaluation and feedback to the programme team.  b. representation on the relevant university/departmental/programme committees.</p>			
<b>10.</b>	<b>Student and staff support</b>			
	<p>Programmes shall ensure that appropriate and proportionate provision is made for the academic and pastoral support for candidates and staff.</p>			

<b>11.</b>	<b>Summary of feedback to the programme team</b>			
	<b>Comments:</b>			
	<b>Recommendations:</b>			
<b>12</b>	<b>Confirmation that conditions have been met/not met</b>			
	<b>Comments:</b>			

	<p><b>Signed:</b> <span style="margin-left: 200px;"><b>Position in UPCA:</b></span> <span style="margin-left: 200px;"><b>Date:</b></span></p>
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