



## Universities Psychotherapy & Counselling Association

### **CPD AND INDIVIDUAL MEMBERSHIP POLICY**

This policy document sets out a number of interrelated aspects of UPCA membership as follows:

Individual membership categories  
Membership application process  
Membership renewals process  
Continuing professional development requirements  
5-yearly re-accreditation  
Lapsed membership  
Breaks in practice.

The various procedures related to the above are set out in the following appendices:

Appendix 1: Qualifying following graduation from a UPCA accredited programme/course  
Accreditation requirements

Appendix 2: Qualifying following graduation from a UPCA accredited programme/course  
Procedure for application

Appendix 3: Appeals Policy and Process against refusal by UPCA to grant membership

Appendix 4: Requirements for continuing professional development for annual renewal and 5-year re-accreditation

Appendix 5: Requirements and procedures for breaks in practice

Appendix 6: Requirements for Reduction in fees-Unwaged & Retired Clinical Members

Appendix 7: Group, Peer and Online Supervision for qualified and trainee members

Appendix 8: Online practice hours during training

## **1. INDIVIDUAL MEMBERSHIP CATEGORIES**

There are seven classes of individual membership:

### **1.1 Clinical Members**

Clinical members are graduates of a University training programme/course in either psychotherapy which is set at a minimum of Masters or Doctoral level, or psychotherapeutic counselling which is set at a minimum of undergraduate level both of which are accredited by UPCA. There are two sub-divisions of Clinical members:

#### **1.1.1 Clinical Member - Accredited (MUPCA Accred.)**

This membership category is open to graduates from a UPCA accredited, psychotherapeutic counselling/psychotherapy training programme/course. Graduates will have completed all requirements of the programme/course and training, and fulfilled the necessary criteria for registration as either a psychotherapeutic counsellor or a psychotherapist. Consequently, these members are entitled to apply to UKCP for entry onto the relevant sections of the UKCP register. Members in this category are entitled to use the letters MUPCA (Accred) together with the relevant professional title as granted by the programme/course from which they have graduated.

#### **1.1.2 Non-Accredited Clinical Member – (MUPCA)**

This membership category is open to graduates from an accredited UPCA counselling/psychotherapy training programme/course, who have not yet met the full requirements of the programme/course and training, or fulfilled the necessary criteria for registration. This category is available to members normally for a **maximum period of five years** to enable completion of training, and preparation to fulfil necessary criteria for registration as a psychotherapeutic counsellor or a psychotherapist. Members in this category are not entitled to apply to UKCP for entry onto the UKCP register. Members in this category are entitled to use the designation letters MUPCA.

### **1.2 Student Member**

This category of membership is open to all current non-practicing students of a university-linked, UPCA accredited programme in psychotherapy or counselling programme/course. It is a requirement of UPCA programme approval, that students studying on UPCA accredited programmes/courses, maintain UPCA student membership for the duration of their training and thereby agree to abide by the UKCP code of ethics and professional practice (2019).

1.2.1 Student members who graduate in the same membership year in which they have already paid student fees, can claim a reduction of £21 for their trainee or clinical application. Thereby, paying £30 or £54 respectively, rather

than £75 for the first clinical membership period. They must however submit their clinical application within the 3-months of their graduation date.

1.2.3 Members in this category are entitled to use the designator Student-UPCA.

### **1.3 Trainee Member**

Trainee members are students who have not yet graduated but have begun an approved clinical practice or placement, agreed by their training institution. Trainees are required to have their own professional indemnity insurance, regardless of any insurance provided by their placement agency.

1.3.1 Trainees must agree to abide by UPCA's Terms & Conditions regarding clinical supervision of their practice. (See Appendix 7 regarding Group and Peer supervision)

1.3.2 Applications for trainee membership that fall in the membership year in which student fees have already been paid, can claim a reduction of £21 for their first trainee member application. Thereby, paying £24 rather than the full fee of £45.

1.3.3. Upon graduating/completing the taught part of their course, Trainee members, who have further outstanding requirements for accreditation are required to transfer to non-accredited clinical membership.

1.3.4 Applications for clinical membership that fall in the membership year in which the trainee fees have already been paid, can claim a reduction of £45 for their first trainee member application. Thereby, paying £30 rather than the full fee of £75.

Members in this category are entitled to use the designator Trainee-UPCA.

### **1.4 Research Member**

This membership category is open to staff of University programmes/courses, research groups, departments, or centres whose subject, aim, or topic of research is psychotherapy or counselling. The category is also open to post-graduate research students registered with such a group, department or centre.

### **1.5 Non-Clinical Associate Member**

This membership category is open to:

- any member of a university with an interest in psychotherapy or counselling,
- any non-practising psychotherapist or counsellor with a commitment to the academic development of the subject.
- A retired UPCA member who is no longer in clinical practice

## 1.6 Honorary Members

Individuals who have made a distinctive contribution to the professions of psychotherapy and counselling can be proposed and appointed by UPCA Council as Honorary Members. Where an honorary member is also a clinical member or in clinical practise, they will be required to submit the annual CPD declaration. Honorary membership is free of charge.

## 2. MEMBERSHIP APPLICATION PROCESS

New applicants must complete the appropriate application form and send it with the relevant supporting documentation and authorising signatures. Application forms can be obtained from the UPCA administrator or downloaded from the UPCA website and returned via email. [Note: Clinical Membership applicants wishing to be UKCP Registered must also complete the online UKCP membership form. UKCP will contact UPCA to verify all applications forms for authorisation by UPCA before admitting a member to UKCP].

There are specific policies and procedures for those applying for clinical membership:

### 2.1 Application for Clinical Membership – Accredited

The route applies to those who have graduated from a UPCA accredited programme/course, followed by completion of any post-graduation requirements.

2.1.1 The accreditation requirements for those graduating from a UPCA accredited programme/course are in Appendix 1. The procedures for application are in Appendix 2.

### 2.2 Application for Non-accredited Clinical Membership

Trainee members who have graduated from an accredited UPCA counselling/psychotherapy training programme/course, who have not yet met the full requirements of the programme/course and training, or fulfilled the necessary criteria for registration, and who have maintained up to date membership are required to apply for Non-accredited clinical membership. This is available for a **maximum period of five years** to enable completion of training, and preparation to fulfil the necessary criteria for registration as a psychotherapeutic counsellor or a psychotherapist. Members in this category are not entitled to apply to UKCP for entry onto the UKCP register.

A completed application form and fee will be submitted with the following supporting documentation:

- A copy of their degree certificate or written confirmation from the relevant university.

- Confirmation of professional indemnity insurance.

### 3. MEMBERSHIP RENEWALS PROCESS

Membership of UPCA follows the academic timetable, the membership year therefore runs from 1<sup>st</sup> September to 31<sup>st</sup> August each year. One month prior to the renewal date UPCA will send a membership renewal reminder via email. Where members have not renewed by 1<sup>st</sup> September, UPCA will then send a final reminder. The member then has an opportunity to renew within 28 days. After this time their membership will be deemed to have lapsed and they will be removed from the UPCA register.

#### **Removal from the register**

Members should be aware that continued UKCP registration is dependent also upon maintaining UPCA membership. **Therefore, if UPCA membership is lapsed it will also cause their UKCP registration to be lapsed.**

**UPCA take UKCP sanctions very seriously and will look at the implications of any UKCP sanction on a case-by-case basis.**

### 4. REJOINING UPCA

Clinical Members whose membership has lapsed must reapply using the full membership application process for new applications. In addition, they will need to:

- Provide certificates of training.
- Provide certificate of professional indemnity insurance.
- Pay a rejoining fee, which, for lapsed members is £46.20 plus the annual fee of £75 for missed years.
- Provide evidence of CPD for all lapsed years, up to 5 years, where this has not been submitted to another college.
- Provide confirmation of supervision arrangements for the lapsed period.
- Provide a written statement of assurance confirming that the student has not been subject to a criminal investigation, a complaint or any disciplinary procedure.

Student members whose membership has lapsed will be required to:

- pay for all missed years.
- pay a rejoining fee of an additional £46.20
- provide evidence of good standing from their programme leader and/or a written statement of assurance confirming that the student has not been subject to a criminal investigation, a complaint or any disciplinary procedure.

Exceptions:

- Students from Oxford have a break between their certificate course and the start of the Post Graduate Diploma Course, a re-joining fee or lapsing notice is not applied.

## **5. CONTINUING PROFESSIONAL DEVELOPMENT**

All clinical members are required to undertake regular continuing professional Development (CPD). UPCA requires its clinical members, as part of being professional psychotherapists, or counsellors, to demonstrate that clinical professional development has been maintained and that clinical practice is up-to-date. An annual renewal reminder and form for recording CPD will be sent out to members each year. UPCA also requires that those working towards gaining clinical membership/accredited clinical membership maintain records of their CPD and supervision and practice hours. Confirmation of this will be required on application for clinical membership. The requirements, annual checking, and auditing of CPD are in Appendix 4.

Where a clinical member has more than one type of registration with UPCA, (this could include registration to work with children as well as adults or as a supervisor) CPD relevant to these additional categories of registration will be undertaken. The member may be asked for further clarification of such CPD on audit.

## **6. BREAKS IN PRACTICE/TRAINING**

UPCA takes the view that the situation of each individual will be different and thus the needs of those requiring a break in practice will be considered on a case-by-case basis. However, mechanisms need to be in place to ensure that UPCA have adequate information and records as part of their responsibility to patients and the individual practitioner. Requirements and procedures for breaks in practice for clinical members are in Appendix 5.

Where a student member takes an approved interruption from training and a concurrent break from supervised practice this may be deemed as a break in training. The student will not be liable for membership fees provided the member or programme leader informs UPCA that the student is not training and is not in supervised practice.

## **Application for Clinical Membership – Accredited**

### **Following Graduation from a UPCA accredited programme/course**

#### **Accreditation requirements**

##### Psychotherapeutic Counselling Accreditation Requirements

- Completion of an accredited programme
- 105 hours of personal therapy (Face to face and/or online)
- 450 hours of clinical practice with patients/clients and supervision at a minimum ratio of 1:6. (See Appendix 7 regarding Group and Peer supervision)
- Such evidence to be clearly recorded and presented to a Programme Board (exam board or equivalent) and ratified by an external examiner or equivalent (i.e., a programme appointed official, external to the department).
- Confirmation of professional indemnity insurance.

##### Psychotherapy Accreditation Requirements

- Completion of an accredited programme
- 160 hours of personal therapy (Face to face and/or online)
- 450 hours of clinical practice with patients/clients and supervision at a minimum ratio of 1:6. (See Appendix 7 regarding Group and Peer supervision)
- Such evidence to be presented to a Programme Examination Board or equivalent and ratified by an external examiner or equivalent (i.e., a programme appointed official, external to the department)
- Confirmation of professional indemnity insurance.

#### **Procedure for UPCA Accredited Clinical Members to apply to UKCP to be placed on the register**

Once confirmation that a successful application for UPCA Accredited Clinical Membership has been received by the member, (normally by the receipt of a certificate), the applicant can make an additional online application to be placed on the UKCP register. Further information is available from the UKCP website, Join us page: <https://www.psychotherapy.org.uk/join-us/>

Members should be aware when joining the UKCP Register that continued registration is dependent upon not only maintaining UKCP membership, but also upon maintaining ongoing UPCA membership.

## **Application for Non-accredited Clinical Membership**

### **Following Graduation from a UPCA accredited programme/course**

#### **Procedure for application**

The procedure for applying for non-accredited clinical membership, through Route 1, is the same for both registration as a psychotherapeutic counsellor, and as a psychotherapist. Before submitting an application to UPCA candidates are required to follow their programme procedures for confirming and ratifying that the relevant criteria are met. This procedure will have mechanisms for:

- The programme convenor/director to ensure criteria have been met including any completed post training.
- The programme convenor/director to send their written confirmation, to UPCA, of the students' completion of the criteria for registration along with written confirmation by the chair of the exam board, external examiner and/or equivalent and, the relevant section of the exam board (or equivalent) minutes.

Once the above confirmation is ready this will be sent to UPCA, by the relevant programme convenor/director together with the candidate's application form and fee along with the following supporting documentation:

- Certificate of professional indemnity insurance.



## Appendix 3

### Policy and Process for Appeals against refusal by UPCA to grant membership

#### 1. Appeals Policy

1.1 An applicant who, as a result of the recommendation of the membership committee, has not been granted membership of UPCA may appeal in writing to the Chair of UPCA within 28 days of being informed of the result of the application. The applicant shall state the grounds of the appeal, which shall be only one or more of the following:

- that the examination of the application had not been conducted in accordance with the membership policy and procedures or there had been a material irregularity or omission in its conduct such that the result might have been affected;
- that the applicant believed that their application had been materially impaired by ill-health or other circumstances which the applicant had been unable, for valid reasons, to divulge to the examiners;
- that the applicant had a demonstrable reason to believe that one or more of the assessors of their application was prejudiced or unreasonably biased.

1.2 An appeal under this policy shall be heard by an Appeal Board (none of whom will have had any previous involvement in the case, at any stage) constituted as follows:

- The Chair of UPCA or her/his nominee (Chair)
- The Chair of a UPCA committee, other than of the membership committee, nominated by the Chair of UPCA.
- A member of UPCA council, not from the programme where the appellant trained, nominated by the Chair of UPCA.

1.3 An appeal board acts with full delegated authority of UPCA. It has the power to:

(a) Require members of staff/council of UPCA to make written submissions, attend, give evidence, and answer questions.

(b) Review the recommendation of the Membership Committee.

1.4 An Appeal Board shall consider the appeal and may:

- confirm that membership not be awarded, or

If the panel is satisfied that any of the grounds specified in section 1.1 have been established (whether or not a ground originally specified by the student), it may:

- determine that the application be re-examined on the same submission and without further fee, or
- determine that the applicant may resubmit their application for consideration.

Where re application is to take place the Appeal Board shall determine who shall re-examine the applicant's submission; at least one of the examiners shall be a person who did not take part in the first examination.

1.5 The applicant and membership committee will be notified of the decision.

## **2. Appeals Process - Summary Guidance**

2.1. Any applicant is entitled to submit an Appeal against the decision of UPCA to refuse membership.

2.2. The acceptable grounds for appeal are limited and are detailed in the Appeal regulations listed in 1.1 above. Appeal submissions will be reviewed initially by the Chair of UPCA, to determine if valid grounds for appeal have been met and sufficient evidence submitted. Submissions that do not meet the valid grounds for appeal, or lack appropriate supporting evidence, will be rejected and the appellant will be notified in writing

2.3. Appeals should not be confused with any sort of complaint, for which there are separate procedures – see UPCA complaints policy.

2.4. Those who wish to appeal should submit a letter addressed to: The Chair of UPCA at UPCA.39, Lyndon Road, Solihull. B92 7RE.

2.5. Appeals must be submitted within 28 days of receipt of formal issue of a refusal to grant membership, though appeals submitted late with good reason *may, exceptionally*, be considered. Confirmation of receipt of Appeal Letters will be sent by email.

2.6. There is no standard form or format required but the appellant must cite in their Appeal Letter the relevant ground(s) for the Appeal. (*See paragraph 1.1 above*) According to the relevant grounds for appeal, they must also state clearly: their full name, address, telephone number and current email address. They must include a written statement in the Appeal Letter outlining all the issues they wish to be considered and explain how the issues relate to the ground(s) for appeal they are citing. If relevant, appropriate medical evidence must be submitted.

2.7. All Appeals which are accepted for consideration are subjected to the same process: The Chair of UPCA conducts an investigation, referring the appeal submission to the Chair of the Membership Committee for comment and recommendation on behalf of the membership committee, and then submits all evidence to the Appeals Board who conduct the final adjudication.

2.8. The Appeals process is managed by the Chair of UPCA.

2.9. The Chair of UPCA advises the outcome of The Appeal in writing. The decision of the Appeal Board is final. The appellant may comment on the material accuracy of the contents of the outcome letter, in writing, but no 'second appeal' on the same issue is allowed within UPCA.

## Appendix 4

### Requirements for Continuing Professional Development, for annual renewal and for 5-yearly re-accreditation

#### 1. Introduction

The fundamental intention underpinning all CPD activity is protection of the public through maintenance and improvement of professional standards. Accreditation of university and university-linked courses includes the provision of continuing professional development for graduates.

UPCA requires its clinical members, as part of being professional psychotherapists, or psychotherapeutic counsellors, to demonstrate that clinical professional development has been maintained and that clinical practice is up-to-date. An annual renewal reminder and form for confirming and recording CPD will be sent out to members each year.

UPCA also requires that members working towards gaining clinical membership/accredited clinical membership maintain records of their CPD and supervision and practice hours. Confirmation of this will be required upon application for clinical membership.

#### 2. CPD Requirements

Clinical members are therefore required to provide confirmation of their:

- Client Contact Hours each week (normally a recommended minimum of 4 client contact hours per week for the first five years of practice)
- Number and frequency of Supervision Hours (See Appendix 7 regarding Group and Peer supervision)
- Post accreditation, a minimum of 1.5 hours supervision per month is required. Members with high or complex caseloads should consider additional supervision to the minimum requirement. (Effective from: 1.10.22)
- Prior to accreditation the ratio of 1.6 hours remains.
- Personal Therapy (continued personal therapy is recommended in the first years of clinical practice)

Clinical Members are also required to keep a portfolio of their CPD activities. The Universities Training College requires its members (UPCA is a member) to undertake 50 hours of CPD per year, in line with current UKCP requirements. At each renewal stage members will need to demonstrate how these 50 of CPD hours were fulfilled.

Items that could be included are:

- Core Training Meetings, Workshops and Seminars (with certificate of attendance where possible)
- In person or online meetings, workshops and seminars providing development across other models (with certificate of attendance where possible)
- Experiences outside the consulting room that have resulted in new ways of thinking about and engaging in clinical work
- Complementary professional activities, research, writing, reading and spiritual practice.

CPD returns will be requested annually and recorded by UPCA. in order to demonstrate the build up to the five-year reaccreditation of clinical membership which is based on the requirement for 250 hours of CPD over five years. The administrator will note the accrual of 50 hours, or any deficit on the database. A clinical member who does not meet the requirement for 50 hours of CPD in any one year may carry the outstanding hours forward to the following year, except from year 5 of the five yearly reaccreditation period.

### **3. Process for Checking CPD activities for yearly renewal of membership and accreditation**

The procedure for checking CPD is different to the audit process, which will require submission of evidence of CPD.

The procedure for checking CPD is as follows:

- All renewals will be checked by UPCA administration.
- Where the CPD meets the requirements, the administrator will then send out certificates.
- If in doubt about the CPD, the administrator will seek guidance from the UPCA Council.
- If the Chair of Membership decides the CPD is not satisfactory, a letter will be sent to the applicant stating the reasons.
- There are two possible outcomes of not meeting the requirements for renewal/reaccreditation: a) an opportunity to put the outstanding issues right and resubmit the renewal paperwork, b) Lapse of renewal/accreditation.

A 5-point check list will be used by council members to check CPD:

- CPD declaration is signed
- All relevant sections are completed
- Confirmation of client contact hours, normally a recommended minimum of 4 client contact hours per week.
- Confirmation of supervision requirements
- Accrual of a Total of 50 hours CPD for the previous year.

### **4.The procedure for 5-yearly re-accreditation auditing members' CPD activities:**

As above, the yearly renewals process means that reaccreditation is being monitored on a yearly basis which means that the audit process will be able to address both yearly renewals and re accreditation simultaneously.

- A minimum of 20% of annual renewals will be randomly selected for auditing. Selection of members for audit is carried out on a random basis.
- Members selected for audit will normally receive notification in March along with a copy of their last annual renewal form along with guidelines and an audit form.
- The focus of the audit will be on providing further information about the CPD activities listed on the yearly renewal form including: relevance to practice, evidence of the activity, certificate of indemnity insurance and confirmation of supervision arrangements from the supervisor.

#### **1. Audit outcomes**

Audit submissions will be audited by 2 members of UPCA Council to check that all criteria were met.

- Members will be notified of the outcome of the audit by email.

### **5.1 Possible Outcomes and Actions**

1. Approved – all audit requirements are clearly met. Yes/No  
(If No, take actions as in 2-5 below)
2. Request for further information – where the auditor believes that the documents provided are insufficient to conclude the audit.
3. Referral – by the auditor, for further review or action; this will occur where the auditor identifies a specific issue that would indicate that criteria for registration have not been met or another problem identified.
4. Referral – by the auditor, for further review or action; this will occur where the auditor identifies a specific issue that would indicate that criteria for registration have not been met or another problem identified.
5. Failure – where it is clear that an audit submission indicates that a member does not meet UPCA/UKCP registration requirements, the Auditor will notify Council who may then either:
  - I. Suspend the individual's registration pending specified action by the member to address concerns – a time period for the suspension will be specified along with details of what action is required on the member's part and time limit;
  - II. Remove the individual's registration and require the completion of a full re-registration / re-accreditation process;
  - III. Impose Conditions of Practice for a specified period.

## **Requirements and Procedures for Breaks in Practice**

The procedures for breaks in practice are as follows:

### **1. Notification of a break in practice**

- Members are required to notify UPCA of any interruption, of over 3 months, from their practice.
- Depending on circumstances this may need to be done prospectively or retrospectively. A form is available for recording this intention along with any mitigating circumstance.
- Members will also need to complete a summary of their CPD plans while on a break from practice as part of the above form. However, UPCA also recognises that some situations may mean it is not possible to undertake such CPD and again the member needs to inform UPCA of this.

### **2. Maintaining membership**

- During a break from practice members are required to maintain their membership status and pay their membership fees.
- Members on Maternity Leave who are taking a break in Practice and are consequently experiencing financial hardship, can claim a 50% reduction in fees.

### **3. Notification of return to practice**

- When the member intends to return to practice, they will also be required to complete a summary of their CPD plan for that year of practice. A form is available for this.
- Where there has been a break from practice for a period of up to 18 months, and where appropriate CPD has not been possible, members would normally be required to provide evidence of structured / verifiable CPD or alternative / equivalent Re Training, undertaken over a period of 6-12 months.
- Where there has been a break from practice of more than 18 months members would normally be required to provide evidence of structured / verifiable CPD or alternative / equivalent Re Training, undertaken over a period of 12-18 months.

### **Related forms and documents:**

Application for membership forms

Renewal form and record of CPD

Audit guidelines and form

Notification of a break in practice and planned CPD

Notification of return to practice and planned verifiable CPD

## Appendix 6

### Requirements for Reduction in Fees-Unwaged & Retired Clinical Members

UPCA is aware that unwaged practitioners are penalised financially for volunteering, or as they reduce their practice as they move towards retirement by the costs of supervision, insurance and membership fees etc.

Members who request a reduction of fees on grounds of hardship due to their retired or unwaged status can be offered a reduction in fees from £75 per annum to £21 per annum. UPCA reserves the right to see appropriate evidence of state pension or volunteer status.

Practising unwaged and Retiring/Semi-Retired members are still required to maintain their CPD and Indemnity insurance.

## Appendix 7

### Group, Peer and Online Supervision for qualified and trainee members

#### Group Supervision-Qualified practitioners

- Group hours count in the same way as one to one supervision

#### Trainees

- For those in training, group supervision must be facilitated supervision. In the latter case, the trainee must be learning from, and contributing to, the supervision of the group as a whole (Confirmed by UTC June 2023)

#### Peer supervision hours

- Peer supervision hours only count for qualified practitioners

#### In-person/Face to Face Supervision hours during training

- UPCA does not differentiate between online and Face to face/In-person Supervision

## **Online practice hours during training**

### **Members on Adult training courses**

Psychotherapy training courses were originally designed to train students to practice with clients face-to-face and in person. However, UPCA recognises that online work is now becoming the norm.

Therefore, from 1.10.22 for practice with adult clients, no more than 50% of the 450 training practice hours requirement should be conducted online.

However, up to 1.10.22 all practice hours already accrued online will count.

From 1.10.22 a ratio of 50:50 Online/In person Face to Face hours would count for all remaining hours. (With 50% Face to Face/ In person being the minimum acceptable).

Each accredited course will have to consider how to equip students to work on online.

They may be individual exceptions for students in countries where due to Covid, governments have imposed continued restrictions against meeting in person.

This group will be reviewed by Council again in 2023.

### **Members on Child and Adolescent Training Courses**

From 1.10.22 a maximum of 10% only of child and adolescent client practice during training should be online.

However, any hours already accrued online up to 30.9.22 will count towards the 450 practice hours requirement

### **Independent practice hours**

Independent practice hours can be counted towards 450 practice hours (UPCA Council 18.1.23)