

Scarborough Counselling & Psychotherapy Training Institute

Continuing Professional Development Policy, Annual Summary and Five-Yearly Reaccreditation of Graduate Psychotherapeutic Counsellors and Psychotherapists

Continuing Professional Development (CPD) is an ethical obligation of all UKCP registered graduate members of SCPTI. The purpose of the CPD requirement is to engage members in the process of regularly updating their knowledge and practice, so that we maintain a vibrant community of practitioners. In addition, we have a commitment to maintaining and improving professional standards with the fundamental intention of protecting the public.

CPD is also about an ongoing commitment to growth and development as practising psychotherapists and psychotherapeutic counsellors. As a community, we want our members to have curiosity about their work through ongoing reflective practice. Therefore, CPD can include a wide range of experiences which promote reflexivity, considers new ways of thinking about, and engaging in, clinical work, as well as attention to ethical practice.

To this end, CPD can include activities such as clinical supervision, short courses, personal work, updating core model, development across other models, committee work, further training, research, attending and presenting at conferences, webinars. It can also include complementary activities such as reading, spiritual practice and development of life experience that can be shown to be part of the practitioner's ongoing development.

For CPD experience to have impact, SCPTI considers it to be essential that practitioners are responsible for demonstrating how they have integrated any CPD activities into their professional practice.

The structure of the annual review

The recommendation from UKCP is that members submit an annual record of their CPD activity to SCPTI which forms the basis of a graduate member's five-yearly reaccreditation. Although submitting this form on an annual basis is not mandatory, graduate members are required to complete one form per year as part of their portfolio for their five-yearly reaccreditation. The annual CPD form can be found in appendix one of this document and can be used by members to regularly record and reflect on their ongoing professional development. The information from the annual review can be subsequently used to inform ongoing needs.

The intention of SCPTI's CPD structures are that they are flexible and supportive enough to allow for differing personal and professional development needs and circumstances. For example, a newly qualified practitioner may have different needs from a more experienced or semi-retired practitioner.

CPD requirement for a five-year period.

SCPTI's policy of CPD is in line with the requirements of UKCP, HIPC and PCIPC and is as follows:

- 250 hours of CPD in each five-year period
- Usually, there is an expectation of 20 hours of CPD in any one year. There is an expectation that some of the training workshop hours would be face-to-face.
- Of these 250 hours, 50 hours can be clinical supervision. Personal therapy hours cannot be included.
- One to one or group clinical supervision with a recognised supervisor is a consistent requirement for the first 5 years of practice.
- After the first five-yearly reaccreditation, clinical supervision can be adapted to the needs of the individual. However, all members of SCPTI are required to have the use of a formalised agreed space in which they can regularly reflect on their work and supervision is a requirement for all practitioners and forms a part of the required CPD hours, i.e., a qualified member of SCPTI cannot dispense with supervision entirely. Supervision can take the form of peer supervision with a group of practitioners who are of similar experience level as well as, or instead of, time with a practitioner who has greater experience and/or differing skill level/knowledge base. From time to time, all practitioners may need to engage in additional supervision depending on the needs of their clients.
- CPD should include evidence of keeping up to date with developments relating to your own core model as well as engaging in learning to develop knowledge of other models and specialisms.
- CPD can include a range of activities, for example, personal work, updating a core model, short courses, conference, further training, learning about new models, developing specialisms, contributing to committees at SCPTI, research. A CPD portfolio may also include complementary professional activities such as writing, reading, spiritual practice, personal development and other relevant life experiences.

The structure and process of the five-yearly review

SCPTI's structure for reaccreditation follows the guidelines from UKCP, HIPC & PCIPC therefore CPD monitoring is aligned with a practitioner's 5-yearly reaccreditation. It is also our hope that this process can be experienced as a supportive professional structure for the growth, development and challenge of each individual practitioner.

SCPTI administrator will notify members when it is time for their five-yearly review. This notification will normally be sent at the start of the calendar year, attaching the current CPD policy, and will set out a timeline for forming groups, sending in your reaccreditation pack, and receiving feedback from the SCPTI Executive Director team.

Practitioners are asked to present a portfolio of their CPD activities to a group of colleagues including at least two people with whom they are not familiar. The group must only contain colleagues where there are no disallowed relationships.

The question to be addressed by the group is how does a practitioner's CPD portfolio and presentation show evidence of maintaining professional standards. The intention of the group is to offer both challenge and support to the practitioner within a framework of respect and curiosity. The practitioner who is reaccrediting is asked to present their portfolio of CPD to the group and describe how their CPD activities have contributed to the development of their practice.

We also ask members to make a short presentation in written, audio or audio-visual form of an area of particular interest to their professional life. The portfolio contains one annual summary form for each year of practice accompanied by evidence of CPD certification.

This group has the responsibility to give feedback to the practitioner undertaking their 5-yearly review. The group, including the presenting practitioner, is asked to reach a consensus regarding any recommendations they want to make to SCPTI which need to be included in the practitioner's feedback.

The practitioner is asked to record the essence of the feedback from the group and forward this, together with their portfolio, and a brief outline of their presentation to SCPTI within six weeks of the meeting. Please include the date, place and duration of the meeting.

Any disagreement or concerns by members of the group should also be included in the feedback so that, if it is deemed necessary, the practitioner can be supported by a senior member of the Institute to fulfil any additional requirements. The feedback from the group is usually completed by the reaccrediting practitioner. However, if any member of the group has any concerns, these need to be communicated to one of the executive directors.

Following a disagreement and/all an appeal, the final decision regarding reaccreditation is decided by the executive directors. One of the executive directors will meet with the practitioner to discuss one of three possible outcomes:

- Reaccreditation is confirmed
- Reaccreditation is confirmed with requirements to be met. The member will be given clear requirements, a time limit within which to meet the conditions and information regarding how the requirements will be monitored.
- Reaccreditation is not confirmed

If reaccreditation is not confirmed written details will be provided to the member who may appeal to a special appeal committee set up by, and under the authority of, the Executive Directors of SCPTI. This committee will consist of the External Moderator, or someone appointed by the External Moderator, one of the Executive Directors of SCPTI, or someone appointed by them, and a member of the SCPTI Quality Control Committee. The decision of this committee is final and there will be no further appeal against their decision.

Therapeutic will and insurance.

SCPTI would also ask you to include in your submission details of the specific arrangements that are in place for your clients, and their records, in the event of you being unable to practise due

to long term illness or your demise. This is also in effect if you have supervisees. Please also include a copy of your current professional insurance.

Requirements for working with clients.

SCPTI follows the guidelines for UKCP and HIPC/PCIPC in determining the minimum number of client contact hours required at differing stages of practice. Within the first 5 years of practice, a minimum of 4 client contact hours per week is recommended. After this period of time, there can be more flexibility with a minimum of 2 client contact hours per week.

Taking a sabbatical period

If a member of SCPTI finds that they are in a position where they need to take a sabbatical from their work with clients, please contact one of the Executive Directors for support. If a member wishes to take a period of less than three months, please let SCPTI know. If a member requires a period of more than three months, then there is a requirement to contact the membership department at UKCP as well as informing SCPTI. For sabbaticals of less than a year, UKCP membership can be reinstated. For periods of longer than a year, reapplication to UKCP is a requirement.

If circumstances allow, we recommend maintaining some CPD activity during your sabbatical period. Also, for members who take a sabbatical, the date of the five-yearly reaccreditation can be amended accordingly. Members are required to liaise with SCPTI if an extended reaccreditation period is required. SCPTI will provide support for members returning to practise after a sabbatical. A member is required to contact SCPTI to arrange a meeting with a senior member of SCPTI. The purpose of the meeting is to determine the nature and amount of any CPD activity that may be required before agreeing to support a return to practise or re-registration. This meeting will be conducted in a cooperative and collaborative spirit with the best interests of clients as the uppermost priority.

Please ask for a copy of the Restoration to Register document available from SCPTI.

Monitoring procedures of return to practice and reaccreditation.

SCPTI can refuse to endorse a request to re-engage with practice or reaccredit if the member does not demonstrate their commitment to the requirements. The member has the right to appeal, in writing, to the Executive Directors of SCPTI, detailing how they consider the decision to be unfair or unjust. The Executive Directors will inform the applicant of their decision in writing. There is no appeal against the decision of the Executive Directors.

Appendix one

Scarborough Counselling & Psychotherapy Training Institute

The Annual Continuing Professional Development Summary for Graduate Psychotherapeutic Counsellors and Psychotherapists

Scarborough Counselling and Psychotherapy Training Institute (SCPTI) is a member of the United Kingdom Council for Psychotherapy (UKCP) which requires member organisations to undertake the reaccreditation of their graduate psychotherapeutic counsellors and psychotherapists at five-yearly intervals.

HIPC & PCIPC suggest that members of SCPTI complete an annual summary of their client work and CPD as part of this 5-yearly practitioner reaccreditation requirements. Please read SCPTI's updated Continuing Professional Development (CPD) policy before completing this form. A brief summary of requirements is given under each heading.

If you need to take a sabbatical from your work with clients, please contact SCPTI for further information and support. Please ask for the restoration to register policy.

Name:
Course completed and institute:
Date of qualification:
Date of last reaccreditation:
Dates for the period of this record:

Client hours

HIPC & PCIPC now require graduate members to carry the following number of client hours to maintain their accreditation. If you are not able to meet this requirement, please contact SCPTI for advice:

- First five years of practice: A minimum 4 client contact hours per week.
- After first five-yearly review: A minimum 2 client contact hours per week.

Number of client hours for the period of this record:
Average number of client hours per week:

Continuing Professional Development

HIPC & PCIPC now require graduate members to meet the following CPD requirements to maintain their accreditation. It is also important that practitioners reflect on how they have integrated any CPD activities into their professional practice.

- A minimum of 250 CPD hours over a five-year period.
- Usually, there is an expectation of 20 hours CPD in any one year. There is an expectation that some of the training hours will be face-to-face workshops.
- SCPTI encourages members to engage in training every year and particularly, experiences which develop and update knowledge and practice.
- Up to 50 of the 250 hours can include supervision, particularly if this provides additional training in another model.
- Appropriate CPD activity can include short courses, personal work, updating core model, development across other models, committee work, further training, research, attending and presenting at conferences, webinars. It can also include complementary activities such as reading, spiritual practice, development of life experience that can be shown to be part of the practitioners ongoing development.

See overleaf for the table to record annual hours towards five-yearly reaccreditation.

**Scarborough Counselling & Psychotherapy Training Institute
ANNUAL CPD RETURN**

Name:

Type of practitioner:

Dates that this form covers:

Date of reaccreditation:

Year in your 5-yearly reaccreditation period: Please tick 1 2 3 4 5

Record of clinical supervision:

Peer or consultative	Individual or group	Number of times for the duration of this period	Number of hours
Total number of clinical supervision hours			

Training such as courses, conferences, webinars, further training etc.

Date	Title	Hours	Certificated Yes/No
Total hours for this period			

Wider professional development such as committee work, additional professional activities, academic supervision, personal work, research, reading, writing, spiritual practice, relevant life experience.		
Description	Hours	Certificated Yes/No
Total hours for this period		

Total number of CPD hours being claimed for this period (ie addition of all hours from tables above)	
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Part of the annual recording of your CPD activities towards your five-yearly reaccreditation, asks you to reflect on the relevance and impact of CPD. Please use the following headings for this purpose:

How is new learning influencing your work?

Are there any areas of specialism you offer or are working towards as a practitioner?

Are there any gaps in knowledge or experience, or any needs or interests that you have identified for the forthcoming year/s?

Can you describe how your practice and CPD reflects the Diversity and Equality Policy of UKCP? This will include such things as demonstrating an understanding of power, prejudice and the impact of oppression, and the needs of the diverse group of clients with whom you work.

Have you maintained up to date safeguarding training? If not, detail how you ensure you're up to date with latest safeguarding legislation and what safeguarding measures and considerations do you have in place to safeguard your clients especially if working with young people?

If you have not been able to fulfil these requirements, please give your reasons. Please submit this form annually to SCPTI. This can coincide with your registering date.

Declarations:

Have you ever had a formal complaint made against you as a practitioner?

If yes, please give details and outcome:

Do you have any upheld convictions that you have incurred since your accreditation or last reaccreditation?

If yes, please give details and outcome:

Signature:

Date:

Please return to SCPTI, 1 Westbourne Grove, Scarborough YO11 2DJ. mail@scpti.co.uk