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**GUIDELINES FOR UKCP REGISTRATION AND STANDARDS OF PROFESSIONAL PRACTICE FOR MINSTER CENTRE MEMBERS**

**Introduction**

This document aims to provide some concise and easy- to-consult information about the initial steps and ongoing requirements of your UKCP membership as an Integrative Psychotherapist. It also provides information about the Minster Centre Membership as well as some general guidance about UKCP and Minster Centre professional requirements and codes of practice.

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**Section 1**

**Requirements for Initial Registration with UKCP through the Minster Centre**

In order for you to apply for your first registration with UKCP the following conditions must be met:

* Hold an Advanced Diploma/MA in Integrative Psychotherapy and Counselling awarded by the Minster Centre.
* Have completed **a minimum of 450 hours** of supervised one to one client contact, with aminimum of six clients. The 450 hours can include training clients such as those seen during training at the Minster Centre, supervised clients seen on a Placement approved by the Minster Centre and those hours of practice accumulated since obtaining your Licence to Practice / Practice Agreement.
* Have experienced as a client the approach of therapy that you practise. For instance, to work with a client twice weekly, you must have undergone twice-weekly therapy him/herself. A therapist must have had professional training in the specific model he/she uses in practice.
* UKCP expects newly qualified psychotherapists to average for the first five years a **minimum of 4 clients per week**. We recognise this may vary over time and be slightly less in the first few months of a new practice. In case less than four clients a week are regularly seen, it should be made clear what plans are in place to further develop one’s practice.
* Provide a signed supervisor's report, attesting that the supervisor has seen the application details. Contact details for all supervisors who have been responsible for parts of your work (for a minimum of six months) during training should be provided. The supervisor(s) need not be approved by the Minster Centre. However, we do expect supervisors to be appropriately trained, qualified, registered and experienced.
* Have Professional Liability Insurance in place.
* Produce a full up to date CV covering schooling, training, all previous work experience (not just as a.psychotherapist), current work (paid or unpaid, full or part-time).
* Pay a one–off, non-refundable fee of £ 110 for reading and assessment of the application and supporting materials. This includes Minster Membership for the calendar year during which you have made your application.
* Agree to adhere to the Minster Centre Code of Ethics and Complaints Procedure.

*Applications forms for UKCP registration through the Minster Centre can be requested to the Membership Co-ordinator by emailing* [*leon@minstercentre.ac.uk*](mailto:leon@minstercentre.ac.uk)

*Two forms will need to be filled in by the applicant:*

1. *The Official UKCP Application for Full Clinical Psychotherapist*
2. *The Minster Centre Application for UKCP Accreditation and Registration*

**Section 2**

**Minster Centre Membership**

The Minster Centre is an Organisational Member of UKCP and of the Humanistic and Integrative College (HIPC) within UKCP. Individuals who have successfully completed an Advanced Diploma/MA in Integrative Psychotherapy with the Minster Centre and meet all criteria listed in Section 1 of this document can apply for UKCP registration within the HIPC College through the Minster Centre as an Organisational Member. As a result of successful applications, members will become accountable to the Minster Centre, UKCP and HIPC standards and regulations of practice.

After the first year of membership through the Minster Centre members will be able to choose whether to annually renew their membership through the Minster Centre or to become Direct Members of UKCP. The cost of the MC membership is of £65 per calendar year (January to December) payable by bank transfer, cheque or card by February 28th of every year. There is a discount of £10 for those who pay before the due date.

* 1. **Benefits of the Minster Centre Membership**
* **Support with UKCP Continual Professional Development (CPD) requirements:** we process our member’s CPD returns for the previous year at the beginning of every calendar year and make sure that UKCP CPD requirements are met by our members. In case the criteria are not met we provide feedback to members on how to organise their CPD activities so that UKCP criteria will be met ahead of their five years re-accreditation process. More details about UKCP CPD requirements can be found under section 3 of this document.
* **Support with UKCP requirements for re-accreditation and Five Years Peer Review:** we provide guidelines on how to conduct five year peer reviews and we process them at no extra cost for our members.
* **Support with Complaints:** we offer support and advice to our members in the unlikely event of a complaint being made against them under the new UKCP complaints system (Complaints and Conduct Process).
* **Discount on all Minster Centre CPD events, short courses, weekend workshops and training courses**, including substantial savings on the Diploma/PGDip/MA in clinical Supervision.
* **Discount on private room hire** at the Minster Centre

**2.2 Requirements of the Minster Centre Membership**

* All members are required to fill in an **Annual CPD Return** by the 28th February of every year unless otherwise directed (invitations and relevant forms are sent out in mid-December every year.) This entails providing up to date information about one’s current client’s workload, supervision arrangements, CPD activities which were undertaken during the previous calendar year and other relevant information such as details of current professional insurance. The purpose of filling in an annual CPD return is to help members keep regular and accurate record of their CPD activities and other professional requirements, which in turn makes the five years peer review much easier to organise and complete.
* Members who have been registered with UKCP for over five years will need to complete a **Five Years Peer Review** on or shortly after their sixth year of registration with UKCP, as directed by the Minster Centre. This is a UKCP requirement that is implemented by the Minster Centre following the UKCP-HIPC re-accreditation policy. Invitations and all the relevant forms are sent out by the end of December of the previous year to those Minster Centre members who have been selected for peer review on a specific year. Members who do not get selected for review on their sixth year post-registration will be called to do so the following year or the year after, covering the previous five years of practice. Deadline for returning the Peer Review paperwork is set for March 31st (please note – during your Five Year Peer Review year your Membership Fee is still due on February 28th).

The five years review process requires members to present a portfolio of their CPD activities to a group of colleagues for the purpose of demonstrating how they have integrated these activities into their practice or how these activities have increased their understanding of their practice. We suggest that your annual re-registration paperwork can form the basis of this portfolio. The group can take the form of a supervision peer group or simply consist of professional colleagues. However, the group *must* include at least one person who is not familiar with the registrant (i.e. someone with whom you do not have regular professional or personal relationship). Although there is no fixed number indicated by the UKCP for the size of the group, the Minster Centre recommends that 4 (including yourself) as an acceptable and adequate number.

* There is a **Minster Centre membership fee** of £65 per calendar year (payable by February 28th of every year). The £110 fee payable for the initial UKCP registration via the Minster Centre includes the Minster Membership for the calendar year during which the application has been made.
* UKCP annual registration fees are managed by UKCP and not by the Minster Centre and are a completely separate process over which the Minster Centre has no responsibility. It is every individual member’s responsibility to make sure their UKCP annual fees are paid to UKCP promptly and regularly. It is also individual member’s responsibility to inform UKCP of any extensive time taken off practice/sabbaticals.

**2.3 A note on UKCP Direct Membership**

Since 2009 members who decide that they no longer wish to remain members of their Member Organisation - in your case the Minster Centre – are entitled to register directly with UKCP and to become Direct Members (DM) of their College – in your case the Humanistic and Integrative College (HIPC). Direct Membership is not a separate membership category but is the agreed label for members who do not belong to a Member Organisation. Transfer to become a Direct Member takes place at annual renewal via the UKCP website in the first instance. Subsequently, new direct members will need to register as a Direct Members via the HIPC Members website and the College Assessment Board will be responsible for processing their reaccreditation. Please refer to the Therapist’s section of the UKCP website www.psychotherapy.org.uk for more information about Direct Membership. Would you decide to stop your Minster Centre membership and become a direct member please let the Membership Coordinator know as soon as your decision is final.

**Section 3**

**Continual Professional Development**

**3.1 UKCP Guidelines on Continuing Professional Development**

The main intention underpinning all Continuing Professional Development (CPD) activities is the protection of the public through maintenance and improvement of professional standards. For CPD strategies to have any credibility it is essential that practitioners are responsible for demonstrating how they have integrated any CPD activities into their professional practice.

CPD is about maintaining, improving and broadening knowledge, awareness, skills, abilities and developing personal and professional qualities necessary for effective practice throughout the practitioner's working life. It will, in the main, be in a manner consistent with the practice of the modality but it must not be confined to modality or Member Organisation only development or activity. Some CPD activities - such as clinical work, supervision, personal work, updating in one’s core model and some development across models - are considered mandatory, whereas others - like complementary professional activities, research, writing, reading, spiritual practice, personal therapy and relevant life experiences – are non-mandatory but can be included in one’s overall CPD portfolio.

**3.2 What counts as CPD hours**

The minimum UKCP requirement is *250 hours over a five-year period with a minimum of 20 hours in any one year*.

The following activities can be counted as Continuing Professional Development:

* Your Own Therapy
* Attending short courses, workshops or conferences and similar
* Studying for further qualifications within the Counselling/Psychotherapy field
* Teaching - This is teaching of your own material, not teaching material provided by someone else
* Reading and writing
* Professional Commitment - This may take the form of service on professional committees. This CPD could also take the form of service on editorial boards, or editing, reporting on manuscripts, supervising degree students, etc. It could take the form of consultancy. Any involvement in training, evaluation, advising or researching can be mentioned.

**3.3 Record keeping for Annual CPD Returns and Re-Accreditation purposes**

Keeping accurate record of your professional activities on an ongoing basis rather than as a once a year exercise can make your yearly CPD return and quinquennial review tasks much easier and quicker to complete. Please note that – although the Minster Centre does not require seeing copies of CPD certificates for every CPD activity you have attended - it is good practice for you to keep this evidence on file until your five years review has been completed. Below is a list of the records that should be kept in preparation for completion of your Annual CPD Return and/or five years peer review:

* How many client hours you work and how many clients you see every week (both individual or in a group). This will allow you to calculate the average number of clients and client hours you work per week at the end of the year as well as the total hours worked over the full year
* How many supervision hours (both individual and group) you attend every month
* A breakdown of hours for all the CPD activities listed in paragraph 3.2 above
* Details of your professional will arrangements and any complaints that have been made against you
* A copy of your current professional liability insurance

**3.4 Guidelines for Post Registration Client Contact Hours**

Consideration must be given to the minimum number of client contact hours a registrant should be managing per week, given their personal and professional circumstances. UKCP recommends, as a minimum, an average of four client contact hours per week for the first five years of practice, after which time criteria can be more flexible based on individual circumstances. Irrespective of a registrant’s training and supervisory activities, they must also maintain some direct client work, bearing in mind planned “time out” or sabbaticals**.**

**Section 4**

**UKCP Guidelines and Requirements for Supervision of Registered Psychotherapists**

Supervision is a reflective and evaluative process that happens within a relationship between a qualified or trainee psychotherapeutic practitioner and an appropriately knowledgeable supervisor. The purpose of supervision is to underpin and promote reflective and informed practice and, as a result, to underpin and support best practice in a way that is beneficial to both practitioners and service-users.

All UKCP members (both student and full) should be able, in principle, to provide documentation (in the form of for example a reflective journal, clinical notes, video or audio tapes or supervision reports) , as set out by their College or Organisational Member, which demonstrates and supports the way that they are participating in supervision at any given time.

**4.1 Practitioners in the first five years post-registration**

* Supervision can take place on a one to one basis or in groups through a variety of media (e.g. face to face, telephone, e-mail); and using different methods (e.g. live, audio or videotaped, written and reported).
* Supervision contact should normally not be less than two hours per month covering the practitioner’s range of psychotherapy and/or supervision work. Alternatively, where a practice is small (as a guideline, fewer than five sessions per week), an appropriate regular supervision ratio should be agreed.
* For the first five years following UKCP registration, supervision should be with a Recognised Supervisor, in accordance with the HIPC CPD Policy.
* It is mandatory that recently qualified practitioners (less than five years in practice as a registrant) are in professional supervision, i.e with a Recognised Supervisor rather than in a peer group. Peer supervision activities can be in place alongside professional Supervision arrangements.
* For newly qualified therapists in the first five years of practice, it is recommended that there is an hour of individual supervision for every six client hours.
* Part of a Psychotherapist’s professional duties is to be able to recognise and act appropriately when the situation requires a heightened duty of care towards vulnerable and / or unstable clients.

**4.2 Practitioners with over five years of post-registration experience**

* The nature of the supervisory relationship and the purpose of supervision will evolve into a more consultative role that has a collegial quality. HIPC recommends the experienced practitioner sets up a “formalized space” in which they can regularly reflect on their work with another, or group, who is, at least, a peer of equivalent experience though possibly, different expertise. This could be a vertical or horizontal arrangement, or both, depending on demands of the registrant’s caseload and severity of clients.
* It is also recommended that even very experienced practitioners seek the guidance and support of professional supervision (non-peer) from time to time. The frequency and amount of supervision would be decided in consultation with the supervisor. The decision will be based on the nature of the client group that the supervisee is working with and the number of clients they are seeing.
* For all practitioners it is recognized that working with severely disturbed, traumatized or abused clients will require higher rates of supervision.
* Supervisors may advise additional supervision where deemed necessary. Failure on the part of the supervisee to heed such advice must be addressed in supervision and should be noted by the supervisor.

**4.3 Notes on group supervision**

* Group supervision provides the practitioner or trainee with invaluable opportunities for shared learning and support.
* Group supervision normally should be on a ratio of a minimum of 30 minutes of supervision per supervisee.
* The maximum group size normally would be four. Colleges may opt to vary this in line with the best practice for their modality / approach.
* It is essential, however, that trainees have additional individual supervision as at least part of their training supervision. Colleges will need to decide the ratio for this based of the practise norms of their modality and the protection of the client.
* For all practitioners it is recognized that working with severely disturbed, traumatized or abused clients will require higher rates of supervision.
* Supervisors may advise individuals to undertake additional supervision where deemed necessary.
* Failure on the part of the supervisee to heed such advice must be addressed in supervision and should be noted by the supervisor.