



**UK Association for Humanistic  
Psychology Practitioners**

# **Continual Professional Development and Supervision Policy**

*(UKAHP Register of Humanistic Psychotherapists and Psychotherapeutic Counsellors)*

## **Introduction**

This is generic policy applicable to all UKAHP categories and classes of registered and accredited membership. It should be read in conjunction with the:

- UKAHP Code of Practice and Ethical Principles
- UKAHP Registration Requirements
- UKAHP Accreditation Requirements (for Psychotherapists and Psychotherapeutic Counsellors)
- UKAHP Re-Accreditation Policy
- UKAHP Annual Declaration and Notification of Practice Renewal Policy

The policy sets out Continual Professional Development and Supervision requirements necessary for maintaining UKAHP Psychotherapist and Psychotherapeutic Counsellors registration and accreditation. The requirements contained in this policy run concurrent with *UKAHP Annual Declaration and Notification of Practice Renewal* requirements. The policy also includes a section outlining how registration and accreditation conditions impact on overseas members and applicants.

Verification of Continual Professional Development requirements will be processed in accordance with the UKAHP Annual Registration Renewal Audit Policy and the UKAHP Re-Accreditation Policy.

## **A. Continual Professional Development**

### **Minimum Requirements:**

1.1 Continuing Professional Development (CPD) is an ethical requirement for all accredited and registered members in the advancement of standards of practice in the interest of public protection.

1.2 All UKAHPP members in practice are required to undertake on an ongoing basis a mixture of CPD activities which support the maintenance and advancement of their fitness to practice as a Humanistic practitioner. As such all Humanistic practitioners will be able to evidence how CPD learning has informed their practice.

1.3 The UKAHPP has a universal CPD requirement applicable to all Registered and Accredited Members of a minimum of 250 hours in any five year period, with at least 20 hours in any single year.

## **2. Range of CPD Activities**

2.1 As a newly qualified practitioner may have different needs to a more experienced or semi-retired practitioner, the range of CPD activities is flexible to allow for differing personal and professional needs and circumstances. All UKAHPP members, without exception, are required to engage in CPD relevant to registration and accreditation requirements.

2.2 A member's CPD should be relevant to their current practice and although an appreciation of other models and approaches is required to keep up to date with developments in the wider professional field, such as safeguarding awareness, whilst keeping abreast of advancements in their core Humanistic model or approach.

2.3 The UKAHPP does not support CPD activities where there is intention or expectation that a member will work with members of the public outside the scope and competence of their training, registration and accreditation.

2.4 On-going Supervision is a registration and accreditation requirement in its own right and may be included as part of a practitioners CDP requirement – including peer and group formats.

2.5 Though some employers may develop their own CPD programmes, UKAHPP registered and accredited members are encouraged to take an active role in determining their professional development, by ensuring that their registration and accreditation needs are accommodated within such programmes.

2.6 Members are encouraged to maintain a portfolio of activities which may include:

- Attending/presenting at conferences, professional meetings.
- Paid or voluntary service secondment exchange or placement with allied organisations on a regional, national or international basis.
- Research opportunities.
- Distance learning – conference webinars
- Private Study linked to practice - reading, video
- Publications; professional papers related to practice.
- External Moderator to a related organisation.
- External Examiner to a related course.
- Course tutor; trainer; lecturing; workshop facilitation; seminars
- Course development consultant.
- Serving on the governing body or holding formal office with a professional organisation relevant to practice.

- Committee work - accounting for only 10% of annual CPD hours.
- Mandatory training – such as Safeguarding Awareness
- Providing supervision as a service to other professionals
- Community/charity work in a relevant field.
- Personal therapy.
- Spiritual practice and relative life experience.
- Private study/projects
- Peer group meetings

### **3. Monitoring Procedures**

3.1 All Registered and Accredited members are required to submit an *Annual Notification of Practice and Registration Declaration*, which includes a declaration that CPD requirements have been undertaken and will provide information about such activities if required by UKAHPP.

3.2 The UKAHPP Registrar's Office will conduct a random sample audit of annual renewals, requiring registered and accredited members to evidence practice and CPD requirements. It is recommended that members maintain a portfolio of their CPD activities – certificates of attendance etc.

3.3 Non-compliance with CPD requirements will impact on a member's registration and accreditation status.

3.4 All Accredited members in practice (without exception) are required to complete a 5-yearly Re-Accreditation process, including participation in a Self and Peer Assessment Group – where their CPD activities will be reviewed.

### **4. Breaks in Practice**

4.1 The UKAHPP recognises that circumstances at different times in a member's career may necessitate a break in practice. Whether planned (such as sabbaticals) or unforeseen (such as sudden illness) the UKAHPP will initiate provisions to support members to return to practice, taking into account the reason for the break, level of experience and client group.

4.2 If a member is out of practice for more than 3 months they are required to inform the UKAHPP Registrar via the UKAHPP Administrator.

4.3 If a member is out of practice for more than 6 months their registration status will read '*Not in Practice*'.

4.4 A member is required to inform the UKAHPP Registrar via the UKAHPP Administrator when they intend to return to practice following breaks of 3 months and over.

4.5 When the UKAHPP Registrar receives notice of a member's intention to return to practice following a break of 6 months and over, the Registrar will inform the General Secretary who will convene a *Return to Practice Panel* to support the member to

return to practice under the auspices of UKAHPP and to determine any CPD and other requirements.

4.6 The *Return to Practice Panel* will consist of the following as a minimum:

- An Accreditation or Membership Committee Member
- An Ethics Committee Member
- A UKAHPP Member with the same Registration and Accreditation status as the member having a break in practice.

4.7 The *Return to Practice Panel* will appoint from its ranks a *Return to Practice Co-ordinator* who will liaise with the member and other UKAHPP officers as necessary when return to practice requirements have been completed, including the *UKAHPP Registrar* who will update the member's status on the publicly available Register.

4.8 Full Accredited and Registered Members with a break in practice between 6-18 months are required to undertake CPD training as determined by the UKAHPP Accreditation Committee and to be completed within 12 months of returning to practice for 'accreditation' status under the auspices of UKAHPP to be restored - see *UKAHPP Continual Professional Development and Supervision Policy*.

4.9 Full Accredited and Registered Members with a break in practice exceeding 18 months are required to undertake CPD training as determined by the UKAHPP Accreditation Committee and to be completed with 12 months of returning to practice for 'accreditation' to be restored under the auspices of UKAHPP.

4.10 UKAHPP Accreditation and Registration practice status will not be reinstated until evidence has been provided to the *Return to Practice Panel* that CPD requirements have been completed.

4.11 Breaks in practice of 6 months and over are to be disclosed in a member's Re-Accreditation Application Forms.

4.12 Return to practice requirements following suspension will be governed by sanction rulings under the *UKAHPP Complaints Procedure*.

4.13 Members holding UKCP Registration are also governed by the UKCP Continuing Professional Development Policy

## B. Supervision

### Introduction

Supervision often referred to as *consultation* or *clinical supervision* is an integral part of psychotherapists or psychotherapeutic counsellor's practice and continual professional development.

Supervision is a formal, on-going, supportive and collaborative relationship between two professionals, whereby the *supervisor* facilitates the *supervisee* to engage in

reflective practice, with the underlying intention of enhancing the quality of therapeutic relationship, therapeutic effectiveness and professional well-being.

## **5. Registration and Accreditation Requirements**

5.1 All registered and accredited psychotherapists and psychotherapeutic counsellors in practice, including Member Emeritus and other merit classes of membership, are required to engage in supervision consistent with their training and range of therapeutic practice, in accordance with registration and accreditation requirements.

5.2 For accreditation and registration purposes supervision is to be provided by an approved supervisor who holds UKAHPP Accreditation or equivalent in the same category (psychotherapist or psychotherapeutic counsellor) as the supervisee whether in a one-to-one or group format.

5.3 During an accredited member's first cycle of re-accreditation, it is a requirement for supervision to be established with a more experience supervisor trained in the same approach or modality as the supervisee was trained in and practices.

5.4 During the first phase of re-accreditation, peer and group supervision cannot be included as part of re-accreditation supervision hours.

5.5 On-line and telephone supervision is considered to be supplementary to, not an alternative to, ongoing face-to-face supervision.

5.6 All registered and accredited psychotherapists and psychotherapeutic counsellors are required to undertake a minimum of 2 hours supervision per month, with a minimum caseload of 3 clients per week, 6 clients per week during the first phase of re-accreditation for accredited Psychotherapists and Psychotherapeutic Counsellors.

5.7 Where an accredited psychotherapist or psychotherapeutic counsellor has a reduced caseload, due to retirement, post retirement arrangement or therapy being a secondary occupation, supervision can be reduced to a minimum of 1.5 hours per month.

5.8 For CPD, re-accreditation and registration audit purposes all psychotherapist and psychotherapeutic counsellors are required to maintain a record of all supervision sessions, including: name of supervisor, format, date, number of supervisee's if group supervision etc.

5.9 Where a psychotherapist or psychotherapeutic counsellor has a break from practice for one year or over, a signed return to practice declaration from their nominated supervisor is to be submitted to the Accreditation Committee in accordance with UKAHPP Breaks in Practice requirements.

5.10 When unfamiliar client issues are encountered and when working during periods of personal stress, members should seek additional supervision in accordance with the *UKAHPP Code of Practice and Ethical Principles*.

5.11 All re-accreditation applications include a supervisor's signed report.

## C. Overseas Registration and Accreditation

The UKAHPP provides Registration and Accreditation facilities for Psychotherapeutic Counsellors and Psychotherapist who practice in the UK. The following information is intended to clarify the UKAHPP's position regards overseas members and applicants:

### 1. Where a Registered or Accredited Member previously in practice and resident in the UK relocates overseas (outside of the UK):

#### a. Registration

- The UKAHPP does not register practitioner to practice overseas. The UKAHPP Register, accredited by the Professional Standards Authority (PSA) applies to the UK only
- The UKAHPP does not invite or accept applications from overseas practitioners
- In the event of a Registrant relocating overseas their practice will no longer be endorsed by the UKAHPP, they will no longer be entitled to use the UKAHPP or PSA logo to promote their practice. Their status on the publicly available Register will read 'Lapsed' for a period of 12 months.

#### b. Accreditation

- Accredited Psychotherapeutic Counsellors and Psychotherapists who locate overseas may maintain their accreditation as long as they: satisfy UKAHPP Re-Accreditation requirements; they hold UK Council for Psychotherapy (UKCP) Registration under the UKCP Central Complaints Procedure; and abide by legal and regulatory requirements in the country in which they practice
- Overseas Accredited Members will not be included on the UKAHPP Register. Their status will on the publicly available register will read 'OVERSEAS: No UK Practice'
- The status of Accredited Members who locate overseas and do not hold UKCP Registration will read 'Lapsed' for a period of 12 months.
- Overseas Accredited Members are prohibited from using the PSA name and logo but may use the UKAHPP logo as long as UKAHPP Re-Accreditation requirements are maintained.

**Note:** Registered and Accredited Members who relocate overseas and maintain a UK practice for a minimum of five consecutive months each year and with a caseload of at least 3 clients per week are except from the above restrictions and will be included on the UKAHPP Register. Registration will only apply to their UK practice.

## **2. Where an applicant seeking UKAHPP Registration or Accreditation was trained overseas (outside of the UK) and is now resident and practices in the UK:**

Registration and Accreditation applications are invited from Psychotherapeutic Counsellors and Psychotherapists trained overseas subject to published requirements. The applicant holds the burden of responsibility for evidencing the equivalence of overseas training with UK academic requirements.