



- Case Study Guidelines -

Introduction

These generic guidelines are intended to assist applicants with the presentation of case studies for accreditation and or registration purposes.

A case study is a means by which practice can be presented in action through the integration of theory and reflective practice. There are two reasons why an applicant may have to submit a case study:

- In the case of Psychotherapist Accreditation because their core training did not include a 8,000-word case study – see Detailed Criteria on the UKAHPP website. The academic component of such case studies will be marked by a psychotherapist lecturer working in higher education.
- At the request of the UKAHPP Membership and Accreditation Committee in respect of Psychotherapeutic Counsellor and Registered Member applications, where more information about the applicant's practice and the application of a Humanistic approach is required. Such case studies will be assessed by the Membership and Accreditation Committee. Information in addition to these guidelines will be provided, such as required word count.

The term 'therapy' and 'therapist' are used in respect of psychotherapy and psychotherapeutic counselling.

In order to illustrate a depth of engagement and understanding applicants are advised to choose from their practice a piece of work with a client whom they have worked with long enough to establish and maintain a therapeutic relationship, so as to demonstrate ethical therapeutic competence in the interest of the public.

1. Title Page: The title page will include the following:

- The applicant's name
- Date of submission
- Case study title – if applicable
- Actual word count – words in excess of the 10% word count will not be assessed

2. Presentation: Case studies are to be written in black 12 point double spaced Arial font, submitted as an email attachment. All pages must be numbered sequence.

3. Introduction: The introduction should include:

- The purpose of the case study
- A statement about the Humanistic approach being used
- A brief contextual overview of the client's presenting issues and relevant history, including number of sessions
- Ethical statement regards confidentiality, the anonymity of identifiable individuals and client consent if necessary

4. Main Body: Unless specific requirements are communicated the main body of the case study will include a critical evaluation of:

- An actual piece of client work, covering a minimum of four sessions
- Discussion about the emergence of key issues significant in the development of the therapeutic process, with reference to two or more verbatim extracts of dialogue and a rationale for the therapist's responses – a full transcript may be included as an appendix but cannot be included as part of the allocated word count. A retrospective consideration of alternative responses may be included.
- Reference to a minimum of twelve relevant academic sources linking theory with practice and with appropriate use of the Harvard referencing system
- Consideration of self-processes – how sessions and client experience resonates within the therapist
- A critical reflection of how supervision was used and how understanding was generated and informed subsequent sessions and practice in general

Rather than offering a session-by-session account, a continuous narrative interweaving theory, personal reflection, the contribution of supervision and any ethical consideration is more desirable.

5. Conclusion: The conclusion is to include.

- A summary of the therapeutic process and identification of key and re-emerging issues, in respect to the client's underlying distress and presenting difficulties
- Identification of significant learning
- The contribution of supervision
- Future practice considerations

6. Referencing: The most recent version of Harvard Referencing System is to be used throughout the case study and for listing all referenced publications. This can be accessed on www.citethisforme.com/citation-generator/harvard

7. Appendix: Please use the appendix to include a transcript of dialogue either taken directly from recordings or using process recall. Examples from the transcript can be referred to in the main body of the essay. Appendix text does not form part of the allocated word count.