

## PROCEDURES FOR THE ACCREDITATION OF DANCE MOVEMENT PSYCHOTHERAPY TRAININGS

It is recommended that all accreditation procedures should be undertaken concurrently with the University's validation procedures where possible. ADMP UK will recommend an experienced DMP as an adviser, who is not a current member of ETC or who has any other conflict of interest, to work with the University from the outset of designing and developing a professional DMP training programme. The following procedures have been devised to ensure efficiency and clarity in the accreditation process.

N.B. All correspondence must go via the ADMP UK administrator. It is advisable to send all correspondence by ordinary post and e-mail.

### Procedure

- 1) Initial request for accreditation is made by letter to ADMP UK by the applicant institution.
- 2) Administrator, on behalf of ADMP Council, requests four copies or two copies and an electronic version of the **outline document**<sup>1</sup> of the new programme, and informs the Education and Training -Committee (ETC). The Administrator will advise the Institution of the procedural costs at this point.
- 3) ETC looks at the outline document and advises Council.
- 4) Depending on the response, either
  - a) Council request four copies or two copies and an electronic version of the **full documentation** of the programme<sup>2</sup>: and appoints a Reader who has no conflict of interest with the accreditation.

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<sup>1</sup> Outline Documentation

This should include:

- An overview of how the course will meet the criteria laid down in sections 3. *Criteria for Accreditation of ADMP UK Professional Programmes*.
- A statement of the philosophy and ethos of the approach to DMP professional training.
- A description of the proposed learning and teaching methods
- A statement from the institution expressing their commitment and support in providing appropriate resources to develop the course.

This document should be approximately 2,000 (two thousand) words in length

<sup>2</sup> Full documentation

Or

- b) c) Council advises the applicant institution that they appoint an external consultant(s), appropriate to the deficiencies of the original application, to help them in devising the programme.
- 5) If (a) is followed, the Reader reports to ETC, via the Administrator, in regard to the current accreditation criteria of ADMP UK, United Kingdom Council for Psychotherapy/ Health Care Professions Council and Quality Assurance Agency (QAA).
- 6) In the event that the application fails to meet these criteria, the administrator will inform the institution of the specific areas and ask for the documentation to be revised and resubmitted. The applicant institution may be advised that they appoint an external consultant(s), appropriate to the deficiencies of the application, to help them in devising the course. If documentation is resubmitted a further charge will be made.
- 7) If the Reader's Report meets the criteria then ETC will appoint an accreditation panel. The appointed panel is made up of two experienced DMPs, who have no conflict of interest, an external educationalist/clinician, and a scribe. The DMPs will have extensive clinical experience and a sound understanding of education and training issues. One of the DMPs will be appointed as Chair of the Accreditation Panel.
- 8) ETC may advise the panel of specific areas that they would like clarified with the institution. In this case a letter is sent to the institution which highlights the areas to be discussed.
- 9) The Chair of the accreditation panel will, with the assistance of the Administrator: co-ordinate the dates and times of panel meetings, agree and draw up the agenda for the visit and liaise with the institution.
- 10) Prior to the visit to the institution the panel will consult together to clarify the issues that each panel member wishes to raise and a format for questions is agreed.
- 11) Following a brief panel meeting at the end of the visit, informal feedback will be given to the institution
- 12) The scribe notates the proceedings of the visit and, following the day of the visit, will complete a draft report.

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This should include:

A detailed breakdown of how the course will meet the criteria laid down in *Criteria for Accreditation of ADMP UK Professional Programmes*.

- The document should be cross referenced to ADMP Criteria, Quality Assurance Agency benchmarks and United Kingdom Council for Psychotherapy, (UKCP)/ Health Care Professions Council (HCPC) Copies of Placement Manuals and contracts and Student Handbooks
- Details of staffing levels, experience and qualifications required
- Staff c.v.s, and roles
- Detailed evidence of physical resources, e.g. studios, libraries, offices etc.
- University validation documents.
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- 13) Panel members will receive and approve the scribe's draft report
- 14) When the panel agrees a draft report, it is sent to the institution for comment and factual agreement.
- 15) The final report, together with comments from the institution, goes to ETC for review
- 16) ETC advises Council on final requirements, recommendations and commendations.
- 17) Council responds to the institution, via the administrator, with a copy of the report including an appendix of requirements, recommendations and commendations.
- 18) ADMP UK accreditation is awarded in the event of (a) there being no requirements or (b) all requirements have been fulfilled.  
And  
Final acceptance and accreditation by ADMP UK can be confirmed only after academic validation is completed.

**Note:**

Those programmes not yet validated by a university – ADMP UK recommends that the ADMP UK accreditation process takes place alongside the course's preparation for postgraduate validation by a university. In some cases ADMP UK accreditation procedures *might* be completed prior to the formal academic validation in order to inform the validation panel of potential acceptance.

**ADMP UK accreditation can only be awarded after the proposed training course has met all conditions set by the visiting panel and Executive Council. Enrolment of students on a course, before it has been recognised and accredited by ADMP UK, will result in those students being ineligible for professional registration with ADMP UK at graduation.**

**Accreditation is a lengthy procedure and ADMP UK will act in good faith throughout and will endeavour to expedite the accreditation process consistent with this process.**

**Post Accreditation**

In order to maintain standards and to monitor compliance, the accredited institution will provide ADMP with a copy of their annual academic review.

ADMP expects each programme to declare continuing compliance with ADMP requirements when any programme modifications are made. Any changes which materially affect the terms of the accreditation may be reviewed by ADMP, e.g. changes of teaching practices, the allocation and availability of material resources and changes of key staff.