



Association for Dance Movement Psychotherapy UK

EDUCATION AND TRAINING COMMITTEE (ETC)

Terms of Reference

Members of ADMP UK Executive Council are separately and severally liable, in law, for all matters pertaining to the administration of ADMP UK for and on behalf of its membership. Therefore all decisions of sub-committees must be ratified by Council before implementation.

Council and Subcommittee members are expected to act reasonably and with care in all matters relating to ADMP UK, bearing in mind the best interests of the Association, as set out in the ADMP UK “Overview of responsibilities” document and the Companies Act 2006. The Council and Subcommittees are subject to the principles of duty of good faith, loyalty to the company and members are expected to declare any conflict of interest, including not putting themselves in a position where a conflict of interest arises or, where a conflict of interest has arisen, taking appropriate action.

Communication:

All relevant procedures and communication protocol with regards to accreditations and re-accreditations of programmes are outlined separately. In all cases, ETC recommendations must come to the ADMP UK Executive Council who will give the final authorisation on professional decision making. ETC has responsibility to keep their own minutes and to share approved minutes with Council. Furthermore, an ETC member is invited to attend all Council meetings. If the ETC Chair is not able to do so, the role of attending Council meetings can rotate amongst ETC members.

Accreditations & reaccreditations:

Please also see “Procedures for the Accreditation of Dance Movement Psychotherapy Trainings”, “Procedures for the Reaccreditation of Dance

Movement Psychotherapy Trainings” and Supervision Training and Reaccreditation.

1. MEMBERSHIP

- 1.1. Members of the Committee are nominated by the ADMP Executive Council, (Council), Committees, other ADMP members, relevant organisations, or be self-nominated. All appointments are made by Council provided there is a relevant vacancy on the Committee. The appointment is for the term of three years, renewable after three years.
- 1.2. It is recommended that ETC members who wish to resign should provide a minimum of two months’ notice and should confirm their intention to resign in writing to the Chair of the ETC. Where possible, each member should seek to be able to recommend a replacement for the vacancy arising from his or her resignation.
- 1.3. The Committee will have a core membership listed below which can be augmented by consultants as required by the Committee for particular meetings. Consultants will not have voting rights. All core members will have equal voting rights with recommendations requiring a simple majority. The Chair will have the casting vote.
- 1.4. Meetings will be deemed quorate with three members. Working parties will be formed as deemed necessary by the procedures of the Committee. **All final decisions regarding recognition and correspondence with dance movement psychotherapy training providers rest with the Council.**
- 1.5. ETC members should support the on-going work of ADMP by regular attendance at ETC meetings and give the commitment to participate in the work of the ETC.
- 1.6. **Core membership appointed by Council:**

ADMP Council Representative (1)

Nominated by Council

Training Programme Representatives.

Nominated by each University

(One representative from each currently academically validated DMP post-graduate training programme)

DMP Professional Representative (4)

Nominated by Council

Currently working in one or more of the following clinical and academic roles:

- In-patient services
- Community care
- Children in educational settings
- Adult education
- Older adults
- Learning disability
- Forensic
- Physical disability

Other Arts or Verbal Psychotherapists (1)

(Registered Music, Art, Drama therapist/Psychotherapists or Counselling Psychologist)

1.7. Consulting members

The following would be called upon as consultants when required by the core Committee:

Training Institution representatives. Nominated by each University.
(One representative involved with programme validation procedures from each current post-graduate training institution offering DMP training)

Employers Representative (3) Nominated by ETC
Health Authority/NHS Trust; Education; Social Services
To comment on training needs

Other Arts Therapists (2) Nominated by ETC
(To contribute on procedures adopted by other arts therapies)

Related Professional Nominated by ETC
(To provide consultancy on practice in related professions e.g. clinical psychology, psychotherapy)

Representatives from other DMP Preparatory courses Nominated by ETC
(Drawn from existing undergraduate and foundation DMP-related courses)

2. OFFICERS

Chair:

To be appointed by the Council. The term of office is to be for three years. Duties will include chairing Committee meetings, setting agendas, drafting the annual report, and taking Chair's action over correspondence relating to issues where policies are already in place. The Chair's actions are to be reported to the Committee at the first available subsequent meeting.

2.1 Administration

The Committee will be responsible for its own administration. Duties will include the responsibility for minutes to be taken at each meeting and copy of minutes to be sent to Council, the circulation of minutes and agenda to Committee members, and members of the other ADMP Committees.

Accreditation and Reaccreditation processes and procedures will be supported by paid administration.

3. MEETINGS

- 3.1** Meetings of the Committee are to take place at least three times a year.
- 3.2** Agreed costs incurred by ETC members in carrying out their ETC duties will be financed by Council.
- 3.3** The quorum for a meeting is three core voting members.
- 3.4** The quorum for advising ADMP Council is the majority of all members.
- 3.5** Members are asked to give two weeks' notice if they cannot attend.
- 3.6** Members are expected to attend the meeting in person but may attend via Skype with the prior agreement of the Chair.
- 3.7** The Chair may call a meeting via Skype for a specific item of business.
- 3.8** Members with items for the agenda should notify the Chair at least two weeks ahead of the next meeting.
- 3.9** The Chair will prioritise agenda items.
- 3.10** Members are requested to read and familiarise themselves with any papers circulated before a meeting.
- 3.11** Minutes are to be recorded and held by the Chair who will distribute them to ETC members, Council and the PDC. An annual report is to be written for the AGM each year.
- 3.12** Any recommendations, advice, or decisions regarding the work of ETC from Council will go to the ETC via the Chair.
- 3.13** Any recommendations, advice, or decisions regarding the work of ETC to Council will go via the Chair.

4. MANDATE of the EDUCATION AND TRAINING COMMITTEE:

With ratification by Council the ETC will:

- 4.1. Provide advice to Council on all matters relating to the education and training of dance movement therapists in the UK;
- 4.2. Monitor and update, as necessary, the criteria and procedures for the recognition and accreditation of dance movement psychotherapy training courses in the UK;
- 4.3. Receive and review applications from newly proposed dance movement psychotherapy training courses and advise Council about acceptance, rejection or recommendations based on the currently published criteria at the time of application;
- 4.4. Receive and review re-accreditation applications from current dance movement psychotherapy training courses;
- 4.5. Monitor and update, as necessary, the criteria and procedures for the recognition and accreditation of dance movement psychotherapy Clinical Supervision Training courses in the UK;
- 4.6. Receive and review applications from Clinical Supervision Training courses and advise Council about acceptance, rejection or recommendations based on the currently published criteria at the time of application;
- 4.7. Consider issues regarding equivalency of overseas training only as these may arise in relation to the education of Dance Movement Psychotherapists in the UK;
- 4.8. Provide advice to Council on matters relating to CPD (Continuing Professional Development) in accordance with recommendations from the PDC (Professional Development Committee).

5. Declaration Form - Acceptance of all ADMP UK Ltd and UKCP/HIPC policies and procedures

All ADMP UK Ltd council and subcommittee members will be required to sign a declaration form to state that they have read and accept the following policies and procedures:

- 5.1. The current Articles of Association (planned to be updated October 2019)
- 5.2. The ADMP Overview Summary of Roles and Responsibilities dated Sept 2019;
- 5.3. The Terms of Reference for the committee on which they serve updated Sept 2019.

- 5.4. Have submitted an up-to-date CV with a declaration of any known potential conflicts of interest of which they are aware, including dual roles.
- 5.5. Agree to engage to the best of their ability in a professional collaborative partnership with the committee on which they serve and all other ADMP representatives.
- 5.6. Will inform the chair of the committee on which they serve if they are no longer in a position to contribute to the committee and need to either take a break or step down from the role.
- 5.7. That they will ensure that they have a working knowledge of Conflicts of Interest, Dual Roles and respect for Intellectual property.
- 5.8. All relevant UKCP and HIPC documents as ADMP UK Ltd is an organisational member of UKCP under HIPC.