

# HUMANISTIC & INTEGRATIVE PSYCHOTHERAPY COLLEGE

## STANDARDS OF EDUCATION TRAINING AND PRACTICE FOR SUPERVISION

### 05.01.13 approved version

#### A. INTRODUCTION AND PROFESSIONAL CONTEXT

- A.1 HIPC, along with UKCP, is committed to defining and creating appropriate standards for the practice and provision of professional supervision embracing:
- qualified psychotherapy practitioners
  - students and trainees of adult psychotherapy
  - Organisational Members (OMs) who train and/or accredit psychotherapists
  - providers of supervision training courses
- A.2 This is in line with the requirements of:
- the UKCP Supervision Policy (2011), which requires each college to produce a supervision statement, and
  - the UKCP Generic Supervision Standards of Education and Training (SETS) which recommends guidelines for each college
- A.3 In addition to defining and creating standards this document will provide the basis for supervision practitioners to be included in the UKCP Directory of Approved Supervisors (the 'Register') opening at some point from the Autumn of 2012.
- A.4 Specifically this document aims to set out:
- supervision requirements for psychotherapy practitioners and trainees
  - requirements for OMs
  - standards expected of practising supervisors
  - routes on to the UKCP Directory, including criteria by which currently practising supervisors are grandparented
  - requirements for the provision and content of supervision trainings
- A.5 For the purpose of this document the term 'psychotherapeutic practitioner' will refer to both psychotherapists and psychotherapeutic counsellors. The term 'trainee practitioner' will refer to those students/trainees on either psychotherapy or psychotherapeutic counselling trainings who have practice clients.
- A.6 For the purpose of this document it is assumed that the supervision register is a post-qualifying one. Thus standards of competent and

ethical practice applicable to psychotherapy, as stated in UKCP's Ethical Principles and Code of Professional Conduct are assumed to be a 'given' and not re-stated here. This document will therefore only address aspects specifically applicable to the practice and training of supervision.

- A.7 This document will be approved by a constituted panel of UKCP and will be subject to periodic review and revision by HIPC and UKCP as necessary.
- A.8 At the time of writing the procedures and mechanisms for handling Direct Members (DMs) within HIPC have not been fully articulated. This is in the process of being worked out in conjunction with UKCP.

## **B. DEFINITION AND PURPOSE OF SUPERVISION**

- B.1 Supervision may be understood as a process conducted within a formal working relationship, in which a qualified or trainee psychotherapeutic practitioner presents clinical work, or relevant reflective exploration, to a designated supervisor, group or peers for the purpose of learning how to enhance clinical effectiveness in a supportive and reflective way.
- B.2 The primary purpose of supervision is to enhance the professional development of the supervisee so as to ensure best possible psychotherapeutic practice and safety for clients. Five main functions are:
- **Education** - the continuing professional development of the skill, knowledge and practice of the supervisee
  - **Facilitation** - the co-creation of a learning environment that supports the development of reflective skills and fosters better practice
  - **Support** - the encouragement and holding of the supervisee through positive as well as difficult circumstances
  - **Evaluation** - the assessment of ongoing development in terms of effective practice, the meeting of recognised standards and constructive feedback to develop learning
  - **Gatekeeping** - the assurance to all stakeholders that supervisees are adhering to good, fit, ethical practice, recognising where a supervisee is working beyond safe emotional and competency limits. In the case of trainees, this may include assessment of readiness to qualify or continue training

## **C. CATEGORIES OF RECOGNISED / APPROVED SUPERVISOR**

- C.1 This document identifies three categories of supervisor:

- Recognised Supervisor (RS). This is a supervisor of qualified psychotherapists held on a register by at least one Organisational Member (OM), or HIPC for DMs, and who is normally a UKCP registered practitioner or equivalent
- Recognised Training Supervisor (RTS). This is an RS who fulfils additional requirements for working with students and trainees
- UKCP Approved Supervisor (UAS). This is a supervisor in the UKCP Directory, having been endorsed by the College as meeting the RS or RTS standards of at least one OM, or HIPC itself.

## **D. SUPERVISION REQUIREMENTS FOR QUALIFIED PRACTITIONERS**

- D.1 Qualified psychotherapists and supervisors in practice should be in regular supervision with:
- a Recognised Supervisor **or**
  - a peer group of UKCP-registered psychotherapists or equivalent
- D.2 However, for the first five years following UKCP registration, supervision should be with a Recognised Supervisor, in accordance with the HIPC CPD Policy.
- D.3 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.
- D.4 For CPD and reaccreditation purposes practitioners should keep records of dates and duration of supervision.
- D.5 Where a practitioner has been on extended leave for one year or more, the nominated supervisor should sign a declaration endorsing the return to practice, and should follow the guidelines of the practitioner's OM, or HIPC for DMs, as appropriate.

## **E. SUPERVISION REQUIREMENTS FOR STUDENTS/TRAINEES**

- E.1 Students (ie. those formally studying) and trainees (ie those who have completed a formal training and are working towards accreditation) should complete a minimum of 450 psychotherapy practice hours, normally at a supervision ratio of one hour to six sessions, whether in individual or group format, as set out in the HIPC Training Standards. OMs may determine group supervision ratios at their discretion.

- E.2 Supervision at all stages should normally be with an RTS as defined by their OM. Students may use RTSs on the register of another OM where this is permitted by their OM.
- E.3 Students should remain in supervision with an RTS until formal UKCP registration by the OM, at a frequency agreed with the OM.
- E.4 At the discretion of the OM, a proportion of supervision undertaken by placement supervisors who are appropriately qualified, but who may not be formally of RTS standard, may be considered valid.

## **F. REQUIREMENTS FOR ORGANISATIONAL MEMBERS**

- F.1 OMs should create and maintain a register of Recognised Supervisors who:
- are qualified psychotherapists registered with UKCP **and**
  - have completed a formal supervision training **or**
  - are being grandparented (as specified in this document)
  - satisfy modality-specific needs where appropriate
- F.2 OMs should create and maintain an additional register of RTSs who undertake all group or individual supervision for students and trainees. RTSs would normally be those who **either**:
- are already Recognised Supervisors **and**
  - have been qualified as a psychotherapist for at least five years **and**
  - have been practising as a supervisor for at least two years
- or**
- are engaged in a Formal Supervisor Apprenticeship or Development Programme (FSDP) involving ongoing mentoring, monitoring and theoretical learning, and which normally continues for a minimum of two years following completion of initial supervisor training (as specified in this document)
- F.3 OMs have discretion to set higher or more specific standards for RSs and RTSs where there are particular needs (eg. for child psychotherapy).
- F.4 It is the responsibility of OMs to verify and keep on file the current credentials of all RSs and RTSs, and for HIPC to do the same for those who are DMs.
- F.5 OMs should update their registers every three years and forward these to HIPC. HIPC will do the same in respect of DMs.

- F.6 OMs should ensure that all RSs and RTSs comply with their Diversity and Equalities policies.
- F.7 OMs should inform HIPC where an RS or RTS needs to be withdrawn from the UKCP Directory.

## **G. STANDARDS OF COMPETENCE AND ETHICAL PRACTICE FOR SUPERVISORS**

### **G.1 General Professional Considerations:**

- G.1a Supervisors are expected to manage their work in a professional, ethical manner and represent their qualifications and experience accurately.
- G.1b Supervisors need to consider the appropriateness of their approach and refer on where necessary for the wellbeing of a supervisee or client.
- G.1c Supervisors are expected to identify and address their own training needs, and acknowledge when they are working beyond the limits of their experience in particular areas.
- G.1d The same person should not normally act as both line manager and psychotherapeutic supervisor to the same supervisee. Where this is unavoidable, clear guidelines should be in place covering the remit of each role and specifying procedure for any disputes or conflicting situations arising.
- G.1e Supervisors are expected to maintain appropriate professional and ethical boundaries (around time, money, confidentiality, etc) and make explicit contractual arrangements in a comparable way to the practice of psychotherapy.
- G.1f Supervisors must recognise and work in ways that respect the value and dignity of supervisees, their clients and the context of the work.
- G.1g Supervisors must give due regard to issues of equality and diversity, raising awareness of any discriminatory practices that may exist between the supervisee and their clients, or between the supervisor and supervisee.

### **G.2 Issues of Responsibility:**

- G.2a Within a contract, supervisors are responsible for helping supervisees to reflect upon their work, while at the same time acknowledging that clinical responsibility remains with the practitioner supervisee.
- G.2b When working with trainees the boundaries of the supervisor's

responsibility and accountability to placement agencies and OM's for the wellbeing of clients and trainees should be formally clarified by the OM in conjunction with placement agencies.

- G.2c Where the supervisee is a trainee, the supervisor has a share of responsibility for the clinical work undertaken to the degree that the referral is within the supervisor's control and knowledge.
- G.2d It is important that those supervisors seeing supervisees who work with children are aware of the additional responsibilities and legal expectations that the supervision role may entail. (Please see the UKCP PwCC Supervision documents on working with children).
- G.2e Supervisors should encourage supervisees, including trainees, to put in place contingency arrangements (such as 'professional wills') for emergencies or sudden incapacity to practice, and should model such good practice themselves.
- G.3 Legal Liabilities:**
  - G.3a Supervisors must ensure that, together with their supervisees, they consider their legal liabilities to each other, to the employing or training organisation, if any, and to the clients, seeking advice where necessary.
  - G.3b Supervisors must have adequate insurance cover for their work.
  - G.3c Supervisors are responsible for taking action if they are aware that their supervisee's practice is not in accordance with relevant Codes of Ethics, Conduct and Practice, or where the supervisee's functioning or judgement has become impaired.
  - G.3d Supervisors should not misrepresent their qualifications or experience when advertising their services, and should not misrepresent themselves or the profession in the media.
  - G.3e Supervisors will be assumed to be following the Code of Ethics, Conduct and Practice in operation by the OM applicable to their supervision work, or HIPC for DMs. It is understood that, at some stage, there may well be a centralised set of Codes to be followed.

## **H. ROUTES ON TO THE REGISTER**

- H.1 Nomination for the UKCP Directory will be done by HIPC and will consist of RSs and RTSs on OM registers. Thus the HIPC Register will be the sum total of all the OM Registers. The HIPC Register will indicate which OM(s) have nominated each particular supervisor.

- H.2 OMs are responsible for compiling and forwarding their own registers to HIPC, who will then forward registrants to UKCP for inclusion in the central UKCP Directory.
- H.3 The OM does not have to be the one that has accredited or reaccredits the practitioner as a psychotherapist.
- H.4 UKCP Direct Members wishing to be on the HIPC Register may elect **either** to be nominated by an OM **or** by the College. The process for approval of DMs will be decided by the HIPC Executive.
- H.5 Registrants may be of two kinds:
- those currently practising who are eligible to be grandparented within a three-year period from the opening of the Directory, and
  - from three years following the opening of the Directory, those having completed a Recognised Supervision Training (RST) or Formal Supervisor Apprenticeship or Development Programme (FSDP)
- H.6 Nomination for the UKCP Directory will require the following information:
- Name, address and electronic contact details
  - Date and OM of psychotherapy qualification
  - Details of formal supervision training or equivalent experience
  - Name or names of OM(s) nominating the supervisor or HIPC for DMs
  - Statement by registering OM(s) confirming applicant has reached either RS or RTS status

## **J. CRITERIA FOR GRANDPARENTING INTO THE REGISTER**

- J.1 OMs and HIPC have discretion to grandparent or accept onto their register of RSs and RTSs those practising supervisors of sufficient long-standing experience who might not have undertaken a formal supervision training, or who might not be UKCP registrants but accredited at psychotherapy level with an equivalent body. Grandparenting needs to take account of any general UKCP policy requirements in operation.
- J.2 To be eligible for grandparenting, supervisors will normally:
- be UKCP Registrants with a minimum of five years' experience as a psychotherapeutic practitioner post-registration or UKCP recognised professional equivalent
  - have a minimum of three years' experience of post-registration work as a supervisor, having given a minimum of 50 hours of formal psychotherapeutic supervision either to individuals or groups

- have a minimum of two years' experience supervising in the modality approach they will use
- J.3 Practising supervisors who have acquired working experience through an apprenticeship route (FSDP) may be eligible for grandparenting at the discretion of the OM.
- J.4 Eligible supervisors will be required to produce written confirmation that their supervisory work has been presented in supervision and/or monitored, evaluated or assessed by their OM.

## **K. REQUIREMENTS FOR PROVIDERS OF SUPERVISION TRAININGS**

- K.1 OMs who provide supervision training courses are subject to the same accreditation and reaccreditation criteria set by the Assessment Board and Quinquennial Review as applies to psychotherapy training. Where a training course meets certain standards it can be designated a Recognised Supervision Training (RST).
- K.2 For a Recognised Supervision Training to be deemed suitable for RS or RTS purposes, it should satisfy the following minimum criteria:
- offer a substantial programme of learning which includes at least 10 days' formal training
  - have an identifiable theoretical model of teaching or approach and offer comparison with at least one other theoretical model of supervision
  - contain both theoretical teaching and supervised supervision of experiential or live supervision
  - contain additional specified elements where the training is intended for supervision of work with children
  - specify and fulfil a set of Learning Outcomes (as set out below)
  - be taught by supervisors of RTS standard
  - have a formal assessment procedure which includes written work (such as essays, case studies or reflective journals)
  - satisfy the OM's diversity and equality policies
- K.3 For a Formal Supervisor Apprentice or Development Programme to be deemed suitable for RS or RTS purposes, the OM should be able to demonstrate how the same Learning Outcomes as an RST are achieved.
- K.4 Providers of supervision training should ensure that the same published information is made available as would apply to any other psychotherapy-related programme (ie. selection criteria and procedures, codes of ethics and conduct, diversity and equality

procedures, curriculum and course requirements, learning outcomes, assessment and appeals procedures, and staffing profiles).

K.5 The minimum entry requirements for supervision training would normally be:

- one of the following: a UKCP professional qualification, a UKCP-recognised professional equivalent qualification, a psychotherapeutic counselling qualification, BACP accreditation, BPS chartered status, Health Professions Council registration, holder of the European Certificate of Psychotherapy or the equivalent, plus:
- at least three years' experience or 600 practice hours post-qualification in one of the above categories
- evidence of good professional standing

## **L. LEARNING OUTCOMES FOR SUPERVISION TRAININGS**

L.1 Learning Outcomes from RSTs and FSDPs should include as a minimum the demonstration of:

- ability to foster an open, trusting working alliance with supervisees in which the supervisee is confident to reveal the difficulties and challenges within his/her work
- fulfilment of the five stated aspects of the supervision role of: education, facilitation, support, evaluation and gatekeeping
- ability to match the style of the supervision to the experience, development level and individual needs of the supervisee, with a particular emphasis on demonstrating understanding and capability to work with diversity and equality considerations and issues
- ability to work with different ways of evidencing the supervisee's practice according to OM and college specific methodologies, such as CD-Rom, audio or video tapes, transcripts, live supervision etc.
- ability to understand and critique work from the standpoint of the client, the therapist and the supervisor
- recognition of and ability to work with the parallel systems, transference phenomena or similar processes as applicable to the modality's approach to supervision
- ability to recognise specific abilities as well as limits of the supervisee, where these may be socio-cultural, temperamental, physical within the context of the supervisee's life
- understanding the differences between working with individuals and with groups
- understanding of the specific context of supervising trainees

- appreciation of a sense of responsibility for transparency and accountability as relevant and important in professional practice

## **M. GLOSSARY**

DM	Direct Member of UKCP and HIPC, who is a full registrant, but no longer affiliated to an OM
FSDP	Formal Supervisor Apprenticeship or Development Programme
OM	Organisational Member of UKCP and HIPC. This may be a training or accrediting organisation, or both
RS	Recognised Supervisor
RST	Recognised Supervision Training
RTS	Recognised Training Supervisor
SETP	Standards of Education Training and Practice - a title covering the scope of this document
SETS	Standards of Education and Training
UAS	UKCP Approved Supervisor - ie. a supervisor who is in the UKCP Directory
UKCP Directory	Commonly referred to as the 'Register'

**END**

**Keith Silvester**

**Chair of HIPC Training Standards Committee**