

DIPLOMA TRAINING COURSE ACCREDITATION CRITERIA

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Guidelines for standards for approval of courses suitable for tuition towards Membership of the National Council of Integrative Psychotherapists.

COURSE LENGTH

There are two fee bands depending on the course level and duration.

Band: A

Courses equivalent to English Level 5 should be a minimum of 370 Guided Learning Hours including 120 hours face to face as per NCIP Training Standards.

Band: B

Courses at Level 6 or higher.

The initial application for accreditation or re-accreditation which lasts for two years must include the following.

1. The initial application fee of £250.00.
2. Completed Course Accreditation forms.
3. Copy Student Handbook, (not coursework books).
4. An estimate of the number of students for the coming year.
5. CV's of course tutors (at least one MUST be a FULL NCIP Member).
6. Normal course venue or a list of alternatives.
7. Any further information or documentation that may support the application.
8. An agreement that your marketing and Websites meet ASA standards.
9. An agreement to accept the NCIP Code of Ethics.
10. Confirmation that you have a sufficient Complaints Procedure in place for your trainees.
11. Confirmation that your organisation is insured to train others and that your undergraduates are insured as trainees for their work with the public. (Undergraduate insurance may be taken out by you or the undergraduate.)
12. Your company is ICO registered.

Accreditation is for a one year period from the date of accreditation. The cost of accreditation for this period is:

Band A - £495 per annum for two years.

Band B - £795 per annum for two years.

Training organisations are expected to encourage all trainees to become Trainee Members of NCIP. Also, in the years of accreditation to provide the NCIP with at least five new full paid members per year. There is an administration fee of £350 which is waived for organisations who provide the membership growth as required.

SUPERVISION DURING TRAINING

One to one on a regular basis from the time of seeing the first client, in the ratio of 1 hour of supervision for every 8 client hours. This may be completed by the course tutor who will sign the supervision record. In addition, it is optional to include group supervision.

STAFF

Minimum of two suitably qualified, core members currently active in the field of psychotherapy. At least one of whom must be a full member of the Council.

COURSE CONSTRUCTION ADVICE

PHILOSOPHY & DESIGN:

To contain a careful balance of theory and process within a broad yet clearly defined framework.

1. Structured experiences and regular opportunities for observation, practice, feedback (from staff and fellow students), discussion and review.
2. Opportunities to practice the blend of skills appropriate to the model(s) of psychotherapy being learned. These skills being identified and developed so that students can describe, analyse and utilise them.
3. A progressive monitoring and assessment of skills development.

STUDENT HANDBOOK

The handbook which must be submitted should contain:

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| 1. INTRODUCTION TO THE COURSE | 6. COURSE REQUIREMENTS |
| 2. STRUCTURE OF THE COURSE | 7. STUDENT VOICE |

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| 3. APPROACHES TO TEACHING AND LEARNING | 8. UNITISED PROGRAMME SPECIFICATION |
| 4. STUDENT SUPPORT, GUIDANCE AND CONDUCT | 9. READING LIST |
| 5. ASSESSMENT | 10. ASSESSMENT FEEDBACK FORM |

TEACHING AND LEARNING

There should be sufficient theory, drawing upon relevant social science disciplines, to enable students to make explicit:

1. Change and how it takes place.
2. Models of the person and concepts of the self.
3. Systems in which we live and the ways in which social, cultural, ethnic, philosophical, ethical and political issues affect these systems.
4. Self-understanding and personal development as the course proceeds.

Opportunity for feedback between staff and students to be sufficient to enhance the learning environment.

INSURANCE

The course providers must carry sufficient insurance for the work they are performing and must further ensure that any students, who work in any way with clients, are covered by appropriate professional indemnity insurance.

COMPLAINTS PROCEDURE

Ensure that the Terms & Conditions of the Training Organisation are clear and presented to the trainee at the application stage.

Course providers should ensure that students undertake not to commit any offence likely to bring the professional name of the training establishment, or the NCIP into disrepute and to undertake to inform the training establishment should such an event take place.

There must also be a clear and comprehensive complaints procedure for the trainee if they need to raise an issue with the trainer, training organisation or training itself, whether it be content or delivery.

A Complaints Sub-Committee would consist of a minimum of two members of the Course Staff. The student would be entitled to be accompanied by one supporter. A full written report to be forwarded to the NCIP.

USE OF LOGO

A course accredited may use the NCIP accredited course logo on their course stationery and advertising materials for the course.

NOTES TO TRAINING ORGANISATIONS

If the course presented does not meet with the current standards, you will be given a report on where we find the course falls short of NCIP standards and will be given guidance on how to meet the requirements. You will be allowed to re-submit on one occasion within twenty-eight days without having to re-apply. Outside of this framework the NCIP maintains the right to apply a further fee not more than the original fee.

We, at the National Council of Integrative Psychotherapists are continually developing our accreditation processes and any agreement only lasts for the length of time stated. The National Council of Integrative Psychotherapists reserves the right to alter or amend any of the registration criteria at any time.

We expect Training Organisations and their Trainees to adhere to the NCIP Code of Ethics and an application for accreditation is acceptance of this policy.