

NCIP Members Handbook

National Council of Integrative Psychotherapists

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Introduction

Welcome to the National Council of Integrative Psychotherapists (NCIP) Members Handbook, a crucial guide to the principles, procedures, and practices of the NCIP. This handbook is vital for all members, offering insights into our values, objectives, and operational framework. Whether you are an experienced professional or new to integrative psychotherapy, it provides essential information to enhance your engagement with the NCIP community.

All members upon joining, agree to the Membership Agreement found [Here](#)

For comprehensive guidance and detailed information on best practises and everything members need to know, please refer to our official website: www.the-ncip.org. The website offers a wealth of resources, updates, and opportunities for learning and collaboration to support your professional development within the field of integrative psychotherapy.

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Levels of Membership Introduction

Upon becoming a member of the National Council of Integrative Psychotherapists, practitioners like you from diverse domains such as psychotherapy, hypnotherapy, counselling, coaching, or any combinations thereof, are provided with a transparent career advancement pathway and advice on accomplishing their aspirations in their respective professions. The NCIP is committed to fostering and aiding every member on their journey – We are here to support you. Membership and career progression involve adherence to specific professional standards, all of which are explicitly outlined in this handbook.

Trainee Membership

Psychotherapy, coaching, hypnotherapy, or counselling. This Handbook is designed to navigate and assist you through your transition to full membership, enabling you to become an accredited member of NCIP.

Trainee membership is accessible to individuals who are enrolled in a programme offering classroom instruction and is of at least diploma duration.

For membership with us, we require your training to be a minimum of 37 credits or 370 notional study hours. We require a minimum 120 hours of classroom, lecturer-led attendance - Guided Learning Hours (GLH).

Each unit and qualification is assigned a credit value and a level. 1 credit denotes 10 notional hours of learning (NHL), indicating the average time a learner would need to conclude the unit or qualification. The entry-level requirement is equivalent to QCF Level 5.

The NCIP accredit training centres and programmes too, that meet the above academic standards. The management of the NCIP retains the right to request assignments and/or casework (if the trainee is a student of an NCIP accredited course), to verify that the standard of practice is sufficient to justify membership.

Member – MNCIP (Registered)

Membership is for those who have graduated from an NCIP-accredited diploma or suitable alternative diploma.

A diploma length training course of at least 1 academic year is the core training, (370 NLH), 120 of those hours being in a classroom setting and at a minimum of QCF Level 5 or equivalent to.

A minimum of 60 hours pre-graduation client hours either as a placement or trainee client work in private practice is required. The pre-graduation client hours must be supervised at a rate of 1 hour for every 8 client hours.

Accredited Member – MNCIP (Accred)

Members can apply for Accreditation after 3 years of post-qualification practice. This level of membership is for those who have created an Accreditation Portfolio and achieved the accreditation criteria. A member who achieves accreditation will receive a certificate and will then be able to use the letters MNCIP (Accred) after their name.

- Download the criteria for your Accreditation Portfolio [Here](#)

Accredited Supervisor Member

Supervisor Membership is available to those who have successfully completed an appropriate course in Clinical Supervision. Supervisor status can be applied for by Accredited or Senior Members only, ensuring that they have satisfied the criteria.

NCIP Supervisors must follow the [Supervisors Code](#)

- Download the criteria [Here](#)

Senior Accredited Member – MNCIP (Snr Accred)

After a further 6 years continuous accredited membership, or 9 years in post-qualified practice along with other standards, a member may apply for senior accreditation. They will then be able to use the letters - MNCIP (Snr Accred) after their name.

- Download the criteria [Here](#)

Fellowship - FNCIP

Fellow status is awarded by the Governance of the NCIP for outstanding contribution to their field of expertise and/or to the NCIP.

Non-Practicing Member – MNCIP (NP)

This status is for members who are retired or no longer in practice but wish to remain Members, get updates from the NCIP, and wish to stay part of the NCIP community. Those who are non-practising members may use the letters 'MNCIP (NP)' after their name.

Associate Member – MNCIP (Associate)

For those who are not practitioners but want to support the NCIP and receive updates on the field. Those who are Associate Members may use the letters 'MNCIP (Associate)' after their name.

Members Code of Ethics & Code of Conduct

The Code of Ethics and Code of Conduct for the National Council of Integrative Psychotherapists (NCIP) is a compilation of guidelines and principles conceived to guide members in maintaining integrity, professionalism, and respect in their conduct. It serves as a framework to ensure that all practitioners affiliated with the NCIP adhere to the paramount standards of ethical behaviour and responsibility whilst providing psychotherapeutic services. This code encompasses diverse facets of professional conduct, including confidentiality, competence, respect for individual rights and dignity, and the avoidance of harm and conflicts of interest. By complying with this code, members of the NCIP not only preserve the trust and well-being of their clients but also fortify the credibility and progression of the field of integrative psychotherapy.

- For full guidance on the Code of Ethics, click [Here](#)
- For full guidance on the Code of Conduct [Here](#)

Record Keeping

We aim to furnish comprehensive guidelines, best practices, and stipulations concerning the creation, maintenance, and disposal of client records. For psychotherapists, meticulous and ethical record-keeping is pivotal, acting as a dependable account of client interactions, treatments, and progress, whilst maintaining the utmost standard of confidentiality and compliance with applicable laws and professional ethical standards.

- For full guidance on Record Keeping, including Risk Assessment, please click [Here](#)
- For full guidance on Notes and Clinical Records, please click [Here](#)

Complaints Procedure

The National Council for Integrative Psychotherapy (NCIP) upholds stringent standards for ethical conduct among its diverse cadre of Integrative Psychotherapists, inclusive of counsellors, coaches, and hypnotherapists. We maintain an environment of transparency, fairness, and impartiality where the experiences and concerns of both therapists and clients are given due consideration and are aptly addressed.

The purpose of the complaints procedure is to address breaches of our Code of Ethics efficiently and effectively; we implement a precise, four-step complaints procedure to ensure the protection of the public and the integrity of the profession. This systematic approach is aimed at resolving concerns or complaints promptly, offering a balanced platform for all parties involved and ensuring resolutions are fair, equitable, and proportional.

For full guidance on the Complaints Procedure, please click [Here](#)

Sanctions Guidance

This document delineates structured procedural guidance and criteria for sanctions pertaining to breaches of the Code of Ethics (CoE) within our organisation. It ensures that any imposed sanctions are proportionate and minimally invasive, addressing solely the issue at hand. Prior to the imposition of any sanction, meticulous consideration of all available evidence is mandatory, with severe sanctions necessitating consensus among the Complaints Committee, Complaints Triage Officer (CTO), Ethics Committee (EC), Risk Assessment (RA) and Safeguarding.

The sanctions guidance is extensive, permitting the submission of complaints against a Training Provider. It may entail the suspension of accreditation for one or more courses provided by a training provider accredited by NCIP, either provisionally during the investigation or permanently, if justified. The guiding principles assure transparency, fairness, and due diligence in all processes, from minor breaches necessitating informal resolution to more severe breaches implicating public safety, criminality, or fitness to practise, each having clearly defined actions, possible sanctions, publication status, and responsible sanctioning departments.

Every stage of this process is conceived to ensure a just evaluation and a balanced approach to upholding professional and ethical standards, with avenues for appeal and reassessment under the scrutiny of independent appointees, such as the Centre for Effective Dispute Resolution (CEDR). The objective is to preserve the integrity of the profession, safeguard the public, and vindicate the values enshrined in the Code of Ethics, while offering clear and structured pathways for resolution, rehabilitation, and, if necessary, readmission to practise.

- For full guidance on the Sanctions Guidance, please click [Here](#)

Risk Assessment Guidance

Risk assessments are pivotal components in ensuring the smooth, legal, and safe operation of any enterprise, including therapy practices. This guide delineates extensive details related to the execution of risk assessments, imperative for therapy practitioners who often overlook that their practice operates within a business framework. Even single-practitioner operations must adhere to general business standards, in conjunction with therapy-related standards.

This guide aims to enlighten therapy practitioners about the myriad areas requiring regular risk assessments, encompassing overall safety, first aid provisions, chemical handling, hygiene, personal ergonomics, safety, and security. It also extends to areas such as the sale and supply of goods, equal opportunities, disability discrimination, health and safety, welfare, data protection, tax registration, legal requirements, competency, complaints procedures, and adherence to laws around treating minors and vulnerable adults. A series of external resources and links are furnished to assist practitioners in acquiring deeper insights and understanding about maintaining optimal levels of practice standards and ensuring a secure, compliant, and hazard-free environment for both staff and clients.

This succinct manual serves as a route for practitioners to navigate through the intricate aspects of operating a therapeutic business, thereby cultivating a conducive and legally compliant environment for their practice.

- For full guidance on the Risk Assessment, please click [Here](#)

Safeguarding

The NCIP has instituted exhaustive safeguarding policies to protect children, young people, and vulnerable adults involved in psychotherapy. These policies act as a framework for all members, staff, and volunteers of NCIP, delineating the best practices and procedures to prevent abuse and harm, assure equality, and fulfil legal standards and obligations, such as those articulated in the Children Act 2004 and the Equality Act 2010. The policies encompass a broad spectrum of areas including online safety, anti-bullying, recruitment, and managing complaints, emphasising a collaborative and respectful approach to safeguarding within the organisation.

- For full guidance on Safeguarding, please click [Here](#)

Guidance on Touch

The practice of touch, while potentially therapeutic and indispensable in certain contexts, necessitates cautious approach as it may, at times, be construed as inappropriate and unethical. All practitioners must adhere to the provisions of informed consent, ensuring clients are cognisant and consensual regarding the incorporation of touch in their therapy. Each occurrence of touch must be meticulously justified, risk-assessed, and indemnified by insurance and professional registration, in strict adherence to professional and ethical standards. Particular emphasis is laid on the sensitivity and propriety of touch, especially in situations involving vulnerable clients, to preclude any inadvertent repercussions. Consent is pivotal, and any deviation from established practice must be duly documented as a significant incident. In scenarios where touch is requisite for emergency aid or assistance, it is permissible, provided there is adequate communication and compliance with first aid protocols. The NCIP unequivocally prohibits any form of touch in psychotherapy that addresses sexual issues. Practitioners are implored to scrupulously observe these guidelines and liaise with their accrediting bodies and insurers to ensure aligned stances.

- For full guidance on Touch, please click [Here](#)

Whistleblowing

The National Council of Integrative Psychotherapists (NCIP) is committed to maintaining the highest standards of legality, ethics, and safety. We encourage members of the public, members, and employees to report any concerns or information regarding misconduct or unethical behaviour by any member, volunteer or employee of the NCIP.

If you have concerns regarding:

- Criminal offences
- Legal non-compliance
- Safeguarding concerns
- Health and safety violations
- Environmental damage
- Breaches of our Code of Ethics and Professional Conduct
- Deliberate concealment related to the above
- Or any behaviour of concern

To make a report, please use our Whistleblowing policy found [Here](#)

All reports will initially be treated with the strictest confidentiality. If this is not possible, we will inform you of this. Your cooperation helps ensure the integrity and safety of everyone involved with the NCIP and the public.

Clinical Assessment Guidance

This document serves as a definitive guide for practitioner members, facilitating the conduct of comprehensive clinical assessments with a focus on both condition-informed and trans-diagnostic work. It aims to proffer lucid instructions and protocols to ensure practitioners can perceive and address the diverse needs and presentations of their clients efficiently and ethically.

The guide encompasses pivotal information on preliminary screening methods, such as CORE-10 forms, to detect severe symptoms or clinical presentations and additional assessment procedures to discern underlying conditions and formulate effective treatment plans in compliance with NICE guidelines. It underscores the paramount importance of ethical practice, emphasising the avoidance of implications or

assumptions regarding a client's condition without substantial evidence and strict adherence to recognised and evidence-based treatment protocols.

This guidance is indispensable for those undertaking condition-informed and trans-diagnostic work, empowering practitioners to work holistically and informedly with clients possessing multiple diagnoses or suspected conditions. It is also instrumental for practitioners utilizing non-clinical interventions to screen clients effectively, ensuring the appropriateness and safety of interventions.

The guide concludes with a concise recapitulation of crucial steps, protocols, and ethical considerations to be adhered to throughout the clinical assessment and treatment processes, along with links to essential resources, ensuring seamless and effective navigation and implementation of the provided guidelines by practitioners.

- For full guidance on the Clinical Assessment Guidance, please click [Here](#)

Operating Within Your Competency

Maintaining operations within one's competency is paramount to uphold the highest standards of professional conduct, prioritise client safety, and preserve the integrity of our profession. This succinct overview serves as a vital reminder for all practitioners to rigidly adhere to the updated guidelines and additional accreditation measures instituted by the PSA. It emphasises the significance of self-awareness regarding one's capabilities and domains of expertise. Practitioners are urged to acquaint themselves with, and operate strictly within, the boundaries of their professional competence, redirecting clients to more qualified specialists when confronted with clinical cases surpassing their expertise and knowledge.

This guidance is rooted in ensuring best practices and conformity to NICE guidelines, which outline clinical best practices and suitable interventions for various clinical conditions. Practitioners are implored to perpetually evaluate their competencies, pursue appropriate training and qualifications, and seek counsel from their clinical supervisors or the Risk Assessment Team at NCIP when uncertain about their capability to manage specific clinical conditions. Practitioners must also sustain up-to-date knowledge and adherence to the specialised protocols and treatment modalities endorsed by NICE, guaranteeing optimum client care and outcome. In the forthcoming weeks, further clarifications and guidance on specific conditions and best practices will be disseminated to augment clarity and compliance with these paramount guidelines.

- For full guidance on the Operating within your competency, please click [Here](#)

Advertising Risk Assessment

Compliance with advertising standards is imperative, and the National Council of Integrative Psychotherapists (NCIP) underscores its significance to all self-employed professionals and entities, therapists included. The NCIP proffers guidance, but the responsibility fundamentally resides with individual practitioners to ensure adherence, given the impracticality of a universal compliance template due to the diversity of practices. Since regulatory developments such as the inception of the CNHC and PSA AR programmes, there has been heightened scrutiny on adherence to standards within psychological and complementary therapies. Non-compliance incurs grave repercussions, including obligatory website modifications, fines, and potential disciplinary actions pursuant to NCIP's Code of Ethics. The Advertising Standards Authority (ASA) website remains the principal resource for practitioners seeking elucidation on compliance rules and guidelines. The NCIP vehemently stresses the importance of understanding and abiding by these guidelines to uphold professional legality and integrity across varied therapeutic practices.

- For full guidance on the Advertising Risk Assessment, please click [Here](#)

Supervision

All NCIP practising members must adhere to a minimum of 1.5 hours of Supervision per month. Even if a member is not currently seeing clients, we recommend that supervision continues without breaks.

Choosing the right Supervisor is a pivotal step for professionals in the fields of therapy and counselling. Our guide on selecting a Supervisor is designed to provide insightful suggestions and reflections to assist in choosing a Supervisor who can proffer the appropriate support, knowledge, and perspective necessary for fostering professional growth and resilience. It does not purport to provide definitive instructions but serves as a resource to facilitate informed and reflective decision-making. An appropriately chosen Supervisor should act not merely as a secondary source of opinion but as a mentor who challenges your perspectives, supports your well-being, and assists in navigating the diverse challenges and opportunities inherent in the field. The emphasis should be on finding someone who does not simply mirror your views and knowledge but complements your practice methods and fosters learning and development. Both Supervisor and Supervisee hold a mutual responsibility to uphold professional and ethical standards, safeguarding the safety and confidentiality of clients. This guide is

intended to assist professionals in identifying a suitable Supervisor who can significantly enrich their journey in the therapeutic field.

- For guidance on how to choose a Supervisor please click [Here](#)
- For the NCIP Supervisors register, please click [Here](#)

CPD – Continuing Professional Development

The National Council of Integrative Psychotherapists (NCIP) emphasises the paramount importance of a structured Continuing Professional Development (CPD) programme as a fundamental requirement for its membership. The council has instituted this programme to ensure that practising members can systematically enhance and refresh their competence, knowledge, and skills, crucial for maintaining exemplary standards of integrative psychotherapy practice. This enables practitioners to address the needs of their clients more effectively, ethically, and lawfully.

Every member affiliated with the NCIP is obligated to fulfil a minimum of 30 hours of CPD annually, incorporating a diverse array of learning methodologies. This approach ensures that practitioners stay abreast of the evolving trends and advancements in integrative psychotherapy, whilst also adhering to the ethical norms and legal stipulations prescribed by the council.

- For full guidance of CPD, please click [Here](#)

Personal Development

The National Council of Integrative Psychotherapists (NCIP) has initiated a pivotal movement to integrate Personal Development as a core requirement across varying degrees of membership, accreditation, and re-accreditation processes. This endeavour is conceived to elevate professional standards, assure unparalleled client safety, and foster the well-being of practitioners. Personal Development serves as an enriching platform, enabling individuals not only to address their personal concerns but also to evolve and grow in their professional capacities. It is a critical component in mitigating professional burnout and developing resilience, contributing to the overall enhancement of practitioners' professional and personal lives.

In this realm of Personal Development, various modalities are explored, including individual therapy, coaching, self-reflection courses, and complementary therapies.

These collectively aim to facilitate an integrative approach to well-being and resilience, placing emphasis on personal growth and self-care. It is crucial to remember that the selection of therapy or development mode should align with individual needs, preferences, and the ethical and professional standards stipulated by recognised accrediting bodies. The guidelines herein delineate the spectrum of available options, offering comprehensive insights for achieving balanced and sustained personal and professional development. As members of the NCIP, practitioners are encouraged to surpass the minimum requirements of Personal Development, investing in mediums and therapies that resonate with their individual needs and professional aspirations, thus ensuring a harmonious integration of personal enrichment and professional excellence.

- For full guidance on Professional Development, please click [Here](#)

CPD & Diploma Course Accreditation

The National Council of Integrative Psychotherapists (NCIP) bestows esteemed accreditations for training courses in psychotherapy, coaching, counselling, and hypnotherapy, available in two principal types: CPD Accreditation for shorter courses and Diploma Accreditation for practitioner training. These accreditations are imperative as they assure adherence to elevated standards of quality in domains where qualifications are not obligatory.

CPD Accreditation

This is conferred upon organisations delivering shorter courses, all falling under 370 Notional Learning Hours (NLH).

Diploma Accreditation

This is centred on practitioner training and is bestowed at varied levels, each with distinct Guided Learning Hours (GLH) and Ofqual equivalency prerequisites.

Attainment of NCIP accreditation symbolises professional distinction, bolsters credibility, and provides a competitive advantage, allowing organisations to manifest their dedication to upholding the apex of learning standards.

- For more information on CPD & Diploma Course Accreditation, please click [Here](#)
- For full guidance on the Diploma Accreditation Process, please click [Here](#)
- For full guidance on the CPD Accreditation Process, please click [Here](#)

We want to hear from you!

We update this handbook regularly. If you think there's something we've missed, or you would like more clarity, please feel free to get in touch ops-team@the-ncip.com.

Wishing you success and wellness,

The NCIP Team