



Irish Association for Counselling and Psychotherapy

Application for Supervision Course Re-Accreditation

NOTICE TO APPLICANTS: Please complete the following Sections:

Section 1: Requirements for Course Accreditation

Section 2: Admission

Section 3: Course Staff

Section 4: Course Rationale, Philosophy and Design

Section 5: Course Content

5.1: Knowledge

5.2: Professional skills

5.3: Reflective Practice

Section 6: Professional Practice

Section 7: Theory

Section 8: Skills Training

Section 9: Methods

Section 10: Professional Issues

Section 11: Assessment

Facilities

Course Statistics

Application Checklist

Declaration & Disclaimer

Please complete using CAPITAL LETTERS and return to: Course Accreditation Supervisor, IACP, First Floor, Marina House, 11-13 Clarence Street, Dun Laoghaire, Co. Dublin.

SECTION 1: REQUIREMENTS FOR COURSE ACCREDITATION

COLLEGE DETAILS

Name of College: _____

Address: _____

Phone: _____

Email: _____

Website: _____

IACP Organisational Number: _____ Date application submitted to IACP: _____

COURSE DETAILS

Full Course Title (as it appears on graduate certification and advertising): Please note: only exact title will be accepted by the IACP.

Validating / Awarding body (if applicable):

The range and type of other courses or related counselling and psychotherapy services offered by the college:

Course Orientation, Philosophy, Theoretical Approach (Core approaches):

Duration of the course in years: _____

Course contact hours: _____

Mode of Attendance: Full time Part time Total Number of trainees enrolled on this course:

Does this course set a: Minimum class number Maximum class number

Is this course run: each year every 2nd year less frequently

How is the course delivered? Weekday Weekend days blocks of day

Location where this course is held: _____

Course Start Date: _____

When did the first cohort graduate from this course? _____

Please attach a current course Timetable

COURSE APPLICATION CO-ORDINATOR / CONTACT PERSON

(Appointed by the college to liaise with the IACP)

Name: _____

Position Held: _____

Direct Phone Number: _____ Direct Email: _____

EXTERNAL EXAMINER

Please note: The External Examiner must be appointed by the College. The Examiner remains directly accountable to the college and not the course itself. The External Examiner will have no current association with the college or course or any current personal or social relationship with any of the course staff or trainees. External Examiners are seen as independent and unbiased.

Name of External Examiner : _____

Direct Phone Number: _____ Direct Email: _____

Qualifications: _____

Other experience in the role of External Examiner: _____

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Rating for **SECTION 1: COURSE REQUIREMENTS INCLUDING ALL ITEMS ON CHECKLIST**

- Duration of course (100 hours min)
- 50 hrs supervised supervision practice
- Prospectus and advertising leaflets, web pages
- Professional indemnity
- Independent External examiner
- Written complaints procedure
- Appeals procedure
- IACP membership of at least one core staff member
- IACP 'Organisational Membership'
- Copy of the interview questions

Comment:

SECTION 2: ADMISSION

TRAINEE SELECTION

1. Describe the target trainee group (what type of trainees are recruited, who is eligible?)

2. What information about the course is given to prospective applicants?

SELECTION PROCEDURES

3. Describe how potential trainees are selected (e.g. application forms with two referees, interviews, who conducts the interviews, how the interviews are assessed, who are they assessed by?)

3a. Who is involved in the interview process?

4. Demonstrate how trainees are **selected and assessed** with regard to the following:

- Commitment to the role of Supervisor.

- Respectful, empathic, flexible and open.

- Commitment to lifelong learning and ongoing professional development. Valuing ethical principles.

- Commitment to knowing and working within one's own strengths, limitations and competence

- Years of experience as a Counsellor/Psychotherapist.

- Self-awareness, maturity and stability

- Ability to make use of and reflect upon life experience.

- Capacity to cope with the demands of the course, both academic and professional.

- Potential to form a supervisory relationship.

- Ability to be self-reflective and evaluative and to give and receive constructive feedback.

- Awareness and sensitivity to the nature of discrimination, marginalisation, oppression and the misuse of power.

- Suitability to train and fitness to practice

5. What is the college's procedure for informing unsuccessful candidates?

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Rating for **SECTION 2: ADMISSION**

Comment:

SECTION 3: STAFF

STAFF STRUCTURE

1. Please explain the overall management and staffing structure of the course and how it relates to the management structure of the college:

CORE TRAINING STAFF

2. Core training staff are members of course staff who have ultimate responsibility for the quality of the course and for the experience and wellbeing of trainees and their clients.

Please Note: The IACP must be notified immediately of any changes in core trainers.

2.1 Name of **Core Trainer A:** _____

Qualifications: _____

Associations accredited with and Dates of Accreditation:

Have trained as a trainer? If yes, outline Qualification:

Outline experience in Counselling and Psychotherapy training and Supervision training:

Outline experience in supervised counselling / psychotherapy:

How often does this core trainer engage in external supervision on their training work?

IACP Accredited Member Number or equivalent association membership number: _____

2.2 Name of **Core Trainer B**: _____

Qualifications: _____

Associations accredited with and Dates of Accreditation:

Have trained as a trainer? If yes, outline Qualification:

Outline experience in Counselling and Psychotherapy training and Supervision training:

Outline experience in supervised counselling / psychotherapy:

How often does this core trainer engage in external supervision on their training work?

IACP Accredited Member Number or equivalent association membership number: _____

2.3 Name of **Core Trainer C**: _____

Qualifications: _____

Associations accredited with and Dates of Accreditation:

Have trained as a trainer? If yes, outline Qualification:

SECTION 5: COURSE CONTENT

MODULE DESCRIPTORS

Please include the following information **for each module of the course**:

- Module Title: _____
- Full module descriptor: _____
- Name of module tutor: _____
- Do all trainees attend this module: _____
- Duration of the module (total hours): _____
- How is this module assessed: _____

Demonstrate how the following areas are covered in the course content. *It is sufficient here to refer to the appropriate module.*

Knowledge	
1. Knowledge and understanding of the purpose, tasks and functions of supervision (different orientations, research, assessment etc.)	
2. Knowledge of models, theories, techniques, modalities such as 1 to 1, peer, team and other forms of supervision.	
3. Knowledge of adult learning theories/styles and their implications in supervision	
4. Knowledge of the development stages of both supervisee and supervisor.	
5. Knowledge of legal and ethical issues and Codes of Ethics and Practice specific to supervision.	
6. Knowledge of and the ability to manage evaluation, review and giving and receiving constructive feedback.	
7. Awareness and knowledge of diversity and inclusive practice.	
8. Knowledge of research developments in the field of supervision.	

Demonstrate how the following areas are covered in the course content. *It is sufficient here to refer to the appropriate module.*

Professional Skills	
1. Ability to establish an effective supervisory contract and relationship with a balance of support and challenge.	
2. Ability to establish, maintain and end a supervisory working alliance.	
3. Awareness of and an ability to adapt to diversity in all its forms, (e.g. gender, age, culture, class, sexual orientation, personality and professional training).	
4. Sensitivity and competency in relation to issues of power and authority inherent in the role of supervisor.	
5. Awareness of the need for confidentiality and also awareness of the limits of confidentiality with reference to IACP Code of Ethics and relevant legislation (e.g. The Children First Act, 2014).	
6. Ability to establish and maintain professional boundaries.	
7. Skilled in attending to the supervisee's verbal and non-verbal communications (e.g. use of effective empathy, purposeful challenge etc.).	
8. Understanding and awareness of the various stages of the supervisory process.	
9. Models multicultural awareness and competence.	
10. Ability to implement a gatekeeping role and monitor best professional practice with supervisees (e.g. issues of fitness to practice; record keeping).	
11. Capacity to manage the interface with agency, training body and organisational issues.	
12. Ability to negotiate formative and summative evaluations.	
13. Capacity to give and receive constructive feedback.	
14. Understanding of the relevance of supervision research to best practice in supervision	
15. Attend to outcomes for supervisees and their clients.	

PART 1: TRAINEES SUPERVISION PRACTICE HOURS

1. Demonstrate how Trainee Supervisors have opportunities to work with individual supervisees or supervision groups in a mode consistent with the course rationale, philosophy and design, and with the primary work for which they are being trained.

2. How many Supervision practice hour are trainees required to complete within the duration of the course?

a) internal (in course) practice hours

b) external practice hours

Does the course stipulate how many of these hours must be individual supervision practice hours or group supervision practice hours?

3. Demonstrate how the course ensures that all the supervision practice work takes place within formally contacted agreements made between the trainee supervisor, the supervisee and the training organisation

Please provide the template of the supervision contract used by course participants.

4. Demonstrate how the course ensures that external supervision practice hours take place in an appropriate supervision setting?

PART 2: SUPERVISION OF TRAINEES SUPERVISION PRACTICE HOURS

1. Demonstrate how the course monitors the supervision of the trainee supervisor's practice work

a) internal (in course) supervision of practice hours

b) external supervision of practice hours

2. What is the ratio of supervision to supervision practice hours?

3. Demonstrate how the course ensures that trainees are given appropriate and sufficient feedback on their supervision practice work

Please provide a template of any required supervisor reports

4. Demonstrate how the course ensures that external supervisors are suitably qualified and accredited.

5. Are trainee supervisors required to indicate their trainee status to their practice work supervisees?

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Rating for **SECTION 6: PROFESSIONAL PRACTICE**

Comment:

1. Demonstrate how the course encourages trainees to take responsibility for their own learning.

2. How do trainees access external sources of knowledge and information while on this course?

3. What parts of the course are managed in small group situations? How is this monitored?

4. What formal opportunities do trainees have to review the course and give feedback on the course?

5. What formal opportunities do trainees have to evaluate their learning on this course?

6. Each trainee must have access to a member of staff for support. How is this managed?

7. List the essential reading required on this course

8. List the required written work (or creative alternative) on this course

Please attach the course's recommended reading list and bibliography

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Rating for **SECTION 9: METHODS**

Comment:

SECTION 10: PROFESSIONAL ISSUES

1. On this course, when are trainees formally introduced to the IACP Code of Ethics and Practice for supervisors?

- Describe the opportunities trainees have to discuss all aspects of this code.
- Are trainees required to make a formal commitment to abide by the Code of Ethics for Supervision before commencing their supervision practice work?

2. How are trainees encouraged to familiarise themselves with relevant legislation?

- Describe the opportunities trainees have to discuss all aspects of relevant legislation, the implications for practice and how it relates to their own values and attitudes.

3. How does the course inform trainees about elements concerning

- Confidentiality
- Contracting
- Data Retention
- Child Protection Guidance

2. Demonstrate how a developmental perspective underlies the assessment of the trainee's competencies.

3. Outline the assessment process for competence in supervision skills and supervision practice

4. Provide evidence that trainees are informed of the assessment procedures and criteria used for assessment.

5. What written work is given to trainees to complete throughout the course?



Irish Association for Counselling and Psychotherapy

Application for Supervision Course Accreditation Checklist

Please ensure that the following checklist can be completed prior to application:

- 1. Current Accreditation Fee.
- 2. Organisational Member of the IACP.
- 3. At least one Core staff member is an Accredited Member of the IACP.
- 4. Completed Application Form.
- 5. A copy of the Applicant Interview questions.
- 6. A copy of all Policies and Procedures (incl. Duty of care to trainees and in event of a course 'Ceasing to Trade').
- 7. A copy of the Course Complaints Procedure, including a copy of the Complaints Procedure for clients of trainees.
- 8. A copy of the Course Appeals Procedure.
- 9. A copy of the Indemnity Insurance for course organiser and trainees.
- 10. Contact details of an External Examiner.
- 11. A list of suitably qualified Supervisors issued to trainees.
- 12. A copy of the supervision practice work contract.
- 13. A copy of the Course Timetable and Module Descriptors.
- 14. A copy of Course Promotional Materials, Handbooks etc.
- 15. A copy of assessment criteria for written assignments and assessed supervision practice work.
- 16. A copy of the practice work consent form.
- 17. A copy of the procedure for late submissions and deferrals.
- 18. A statement from an independent auditor that the organisation is financially sound and viable - to include:
 - Tax Clearance Form (Annually)
 - Memorandum & Articles
 - Succession Policy.

DECLARATION & DISCLAIMER:

Courses must abide by the following criteria outlined in the Supervision Course Accreditation Criteria Document:

- Courses must provide core trainers who are appropriately qualified in accordance with the Course Accreditation Criteria under Section 3 Staff
- Core training staff, external supervisors and any other who make a significant contribution to the training programme must be familiar with and agree to work within the current version of the IACP's Code of Ethics and Practice including IACP's Code of Ethics and Practice for Supervisors.
- Trainees must agree to abide by the IACP's Code of Ethics and Practice
- Courses must monitor carefully trainee supervision practice work and the trainee's supervision of that practice work.
- Under the IACP Code of Ethics and Practice, trainees must indicate their trainee status to their supervisees.
- Trainees must be made aware of the requirement for professional indemnity insurance cover for their practice work.

Signed by Course Coordinator: _____

Print Name: _____ Date: _____

Only courses which have completed the accreditation process and have received written confirmation of their accredited status, may include the words 'IACP Accredited Supervision Course' on their publicity material or use words that imply the same meaning. Agencies engaged in training should not state or imply in any publicity material that they intend to apply or that they have applied for IACP accreditation.

DECLARATION

I confirm the information I have supplied is correct and true. I understand that any inaccurate or false information or omission of material information shall render course accreditation invalid. If at any stage the course breaches the Criteria for Course Accreditation, the IACP reserves the right to revoke 'Accredited' status.

Signed by Course Coordinator: _____

Print Name: _____ Date: _____