

IACP Terms of Reference- Education Committee

Name: Education Committee

Reporting to: Executive Committee

1. Reporting Mechanism:

- Annual end of year report to the Executive Committee
- Attendance at Executive meeting by arrangement
- AGM Booklet Report
- Provide copies of minutes to Head Office

2. Purpose & Scope:

To review the IACP's position on Educational standards for Counsellors/Psychotherapists, in the context of:

- Current Course Entry Requirement, Criteria & Guidelines
- Current Course Criteria and Guidelines
- Forthcoming Statutory Regulation of Counselling/Psychotherapy
- The draft recommendations on this matter by the Psychological Therapies Forum
- The National Framework of Qualifications and the views of Quality & Qualifications Ireland
- Relevant developments in the field and in other helping professions

3. Specific Outputs Required- Responsibilities of Committee:

- To bring a proposal to the Executive Committee with recommendations for future practice in this area, especially in relation to Course Criteria (Education Standards/Levels)

4. Relationship to other committees:

- None specifically, consultation as needed

5. Related policies, by-laws, and existing systems:

- Course Criteria & Guidelines
- IACP Code of Ethics & Practice for Counsellors / Psychotherapists
- IACP Code of Ethics & Practice for Supervisors of Counsellors & Psychotherapists

6. Committee Structure:

- Number / Size: minimum of 5 members – maximum of 9 members
Committee to comprise of accredited members with relevant experience of Education / Training
- Also one external advisor/consultant
- Committee Representation: One Committee member, normally the Chairperson, but in their absence a delegate will represent the Committee when invited to the Executive
- Duration of Committee: Permanent Committee (For ongoing review/development)
- Frequency of meetings: While working on the proposal on Course Criteria (Education Standards/Levels) to be brought to the Executive Committee, the committee will meet as often as will be required and thereafter will meet a minimum of four times per annum.

7. Decision Making Process:

- Majority vote with the chair holding the casting vote
- A quorum will be one half of committee number plus one
- Duration of meetings: Flexible
- Minute Taker: Member of Committee- appointed secretary
- Approval and circulation of Minutes
- Minutes to be circulated to committee members, Cathaoirleach and IACP Head Office
- Minutes to be approved at next meeting

8. Budget and Resources

- Expected Meeting Expenses: Travel and subsistence costs according to the Expenses Policy
- Committee Expenses: Meeting expenses if meeting is outside IACP Office
- External Expenses: A fee will be paid to an External Advisor / Consultant

9. Conflict Of Interest

In order to eliminate conflicts of interest, the person appointed will not have any current or recent (last 2 years) involvement in any Counselling, Psychotherapy or Supervision training course.