UKATA Code of Practice for Psychotherapy Trainers and Registered Training Establishments offering Psychotherapy Training

> *This policy needs to read in conjunction with the RTE reregistration policy and UKATA's Code of Ethics and the Requirements and Recommendations for Professional Practice*

1. INTERPRETATION

In this document (including the heading) the following words and expressions shall have the following meanings:

"BACP" means the British Association for Counselling & Psychotherapy.

"Code" means this Code of Practice for Psychotherapy Trainers & Registered Training Establishments (as hereinafter defined) and any subsequent variations and/or amendments hereto, issued by Training and Accreditation Standards Committee.

"Contractual Trainee" means a Trainee who has entered into an EATA CTA training contract.

"COSCA" means Counselling & Psychotherapy in Scotland, a Company limited by guarantee and registered in Scotland.

"CPD" means Continuing Professional Development required by EATA/UKCP/HIPC/UKATA to be undertaken by qualified members.

"CTA" means a Certified Transactional Analyst with Psychotherapy speciality and registered as such with UKATA.

"EATA" means the European Association for Transactional Analysis.

"EPPC" means the Ethics and Professional Practice Committee of UKATA

"HIPC" means the Humanistic and Integrative Psychotherapy College of UKCP.

"Monitoring Documents" means: (i) Monitoring of RTEs issued by TASC and (ii) the Monitoring Checklist used by TASC

"Principal Supervisor" means a CTA Trainer or P/TSTA with whom a Contractual Trainee enters into an EATA training contract.

"PTP" means a full programme of psychotherapy training leading to qualification of CTA and registration with UKCP(HIPC).

"PTSTA(P)" means a Provisional Teaching and/or Supervising Transactional Analyst with Psychotherapy speciality registered with UKATA

"Registered Trainee" means a Contractual Trainee who is listed in the UKATA Register of practitioners.

"Registration Policy" means the Registration Policy Document of the UKATA

"RTE" means a Registered Training Establishment(s) as more fully defined in the Registration Policy.

"Supervisor" means an individual who provides supervision.

"TA" means Transactional Analysis.

"Trainee" means an individual undertaking TA training within an RTE.

"Trainer" means an individual qualified and endorsed by EATA to provide TA training.

"TASC" means the Training and Accreditation Standards Committee of UKATA.

"TSTA(P)" means a Teaching and/or Supervising Transactional Analyst with Psychotherapy speciality registered with UKATA.

"UKATAR" means UKATA representative of the Training Establishment

"UKCP" means United Kingdom Council for Psychotherapy.

1.2 The Code is to be read and interpreted in conjunction with other UKATA Policies.

2. OBJECTIVES

The objectives of the Code are:

2.1 To promote excellence in TA training, and to ensure that TA psychotherapy training is delivered to high professional standards.

2.2 To provide RTEs, Trainers, Principal Supervisors, Supervisors and Trainees with a code of practice within which to operate professionally and in accordance with the requirements of UKATA, EATA & UKCP (HIPC) as may be imposed upon them individually or collectively, from time to time.

2.3 To set out the respective roles and responsibilities of TASC, RTEs, Trainers, Principal Supervisor, Supervisors, Trainees and UKATARs in accordance with the requirements of UKATA, EATA & UKCP (HIPC) as may be imposed upon them individually or collectively, from time to time.

2.4 To ensure that the international standards of training set out and amended, from time to time, by EATA, are maintained by all RTEs, Trainers, Principal Supervisors, Supervisors and Trainees at all times in the UK.

2.5 To ensure that the UK national standards of training set and amended from time to time by UKCP (HIPC), are maintained by all RTEs, Trainers, Principal Supervisors, Supervisors and Trainees at all times.

2.6 To ensure that members of the public seeking training in TA are as fully informed as possible of the procedures, commitment and qualifications required in order to undertake TA training as a psychotherapist.

2.7 To ensure, as far as possible, that: (i) the high standards of excellence currently existing in TA training and practice are maintained, updated and improved in accordance with the requirements from time to time, imposed by UKATA, EATA & UKCP (HIPC) and, (ii) Trainees are appropriately prepared to provide services with a reasonable level of professional competence.

2.8 To ensure that all necessary and relevant statutory requirements that may be imposed from time to time, on RTEs, Trainers, Principal Supervisors, Supervisors and Trainees are complied with.

2.9 To ensure that all necessary and relevant additional requirements imposed on RTEs, Trainers, Principal Supervisors, Supervisors, Trainees and UKATARs, involved in TA training by UKATA, EATA, UKCP (HIPC), other applicable professional bodies and academic institutions are, where appropriate, complied with.

2.10 The interpretation and monitoring of the implementation of the Code shall be the responsibility of TASC.

3. RESPONSIBILITIES OF RTEs.

The responsibilities of RTEs shall include, but are not limited to the following:

3.1 To adhere to and disseminate current UKATA Codes and Policies

3.2 To set out a clear statement of its overarching philosophy and policies pertaining to the provision of TA training.

3.3 To provide a clear statement of the nature, goals, educational aims and objectives and requirements of all TA Psychotherapy Training Programmes being delivered by the RTE.

3.4 To provide all Trainees with a clear written administrative contract including:

(i) details of fees for the Psychotherapy Training Programme and all ancillary costs for each stage of the training (in order to ensure the Trainee is aware of the level of financial and personal commitment involved) and

(ii) a statement outlining the obligations of the RTE to use all reasonable endeavours to assist Trainees in finding suitable alternative TA training in the event of the RTE ceasing to offer and provide a training programme leading to CTA qualification.

3.5 To provide a clear written statement setting out the relevant qualifications and experience of all Trainers, Principal Supervisors and Supervisors (and where appropriate, other staff) providing TA training.

3.6 To comply with any and all other requirements, recommendations and sanctions imposed on RTEs from time to time, in writing by TASC by a specific complaint and appeal process and endorsed by UKATA Council in so far as these relate to the provision of TA training.

3.7 All psychotherapy training courses that lead to the qualification of CTA and registration with UKCP (HIPC) will be provided by UKATA Registered Training Establishments and will comply with UKCP (HIPC) training requirements.

3.8 To provide a clear written statement of: (i) the content; (ii) objectives and, (iii) methodology and assessment criteria for all Psychotherapy Training Programmes.

3.9 To provide a clear written statement of the level of confidentiality to be maintained by the RTE in order to protect Trainees' personal and professional details and material and to ensure all staff, including Trainers, adhere to the level of confidentiality imposed. This includes a statement regarding the level of communication between the Trainee's

Supervisor and the relevant RTE. The handling of Trainee files and written work must be in compliance with the current Data Protection Act (GDPR)

3.10 To provide a clear written statement setting out the requirement for Trainees to enter into:

(i) supervision with an appropriate supervisor and

(ii) personal therapy with an appropriate psychotherapist in order to comply with the requirements of UKCP (HIPC) and the level of confidentiality to be maintained between the RTE, Trainer, Principal Supervisor, Supervisor and Trainee at all times.

3.11 RTEs are to make Students and Trainees aware of the current requirements for membership of the UKATA.

3.12 RTEs will annually submit at the start of the training year a list of all Trainees on all courses for which the RTE is registered (except for the 101) to the UKATA Administrator for cross-checking of the membership status of Trainees, to enable the UKATA to maintain accurate records and to enable UKATA to fulfil its function in monitoring the training of all student and trainees.

3.13 RTEs will comply with any sanction(s) imposed by TASC and endorsed by UKATA Council after due process.

4. RESPONSIBILITIES OF TRAINERS

The responsibilities of Trainers shall include but are not limited to the following:

4.1 To ensure that they are at all times, informed of and compliant with all requirements of UKATA, EATA and UKCP (HIPC), as may be amended from time to time for the provision of TA training.

4.2 To ensure that all training delivered which leads to CTA with psychotherapy speciality is delivered at post graduate level in accordance with UKCP (HIPC) requirements.

4.3 To ensure that all training delivered promotes equality of opportunity in accordance with the Diversity and Social Responsibility Policy of the UKATA and RTEs.

4.4 To undertake a programme of CPD to ensure maintenance and development of skills and knowledge in their work and to adhere to the current UKATA CPD policy.

4.4 All Trainers must have regular appropriate supervision of their training and supervision practice.

4.5 Trainers will comply with any sanction(s) imposed by TASC and endorsed by UKATA Council after due process.

4.6 Trainers will adhere to the level of confidentiality imposed by the RTE in respect of Trainee information and any other additional levels of confidentiality imposed by RTEs regarding its training courses and/or programmes.

4.7 Trainers will adhere to the UKATA Code of Ethics and Professional Practice and therefore will not solicit trainees or clients from other practitioners. Solicit means to gain trainees by making insistent requests, pleas or coercing.

4.8 Trainers will only agree to accept EATA training contracts with trainees who are under contract with another trainer following full consultation between all three parties.

5. RESPONSIBILITY OF SUPERVISORS

The responsibility of Supervisors shall include but are not limited to the following:

5.1 To ensure that they provide supervision which promotes the professional development of their supervisees, in accordance with EATA and UKCP (HIPC) standards.

5.2 To undertake a programme of CPD to ensure maintenance and development of skills and knowledge in their work and to adhere to the current UKATA CPD policy.

6. RESPONSIBILITIES OF THE PRINCIPAL SUPERVISORS

The responsibilities of Principal Supervisors shall include but are not limited to the following:

6.1 Ensuring candidates for CTA and UKCP registration are fully aware of and compliant with training standards and requirements of EATA and UKCP (HIPC)

6.2 Certifying that all candidates applying for CTA qualification and UKCP registration have completed all training standards and requirements of EATA and UKCP(HIPC) and are of sufficient personal readiness.

6.3 The overarching responsibility of the Principal Supervisor is to monitor, sponsor and support a Contractual Trainee through training and preparation for CTA examination and to maintain an overview of the Contractual Trainee's professional progress.

6.4 In the event of the Principal Supervisor being unable to fulfil any or all of the above foregoing requirements in respect of any or all Contractual Trainees they will ensure that suitable alternative arrangements are made for the transfer and continued support of the Contractual Trainees.

7. RESPONSIBILITIES OF TRAINEES

The responsibilities of Trainees shall include but are not limited to the following:

7.1 To comply with the requirements of the TA Psychotherapy Training Programme and all conditions pertaining thereto as advised by the RTE providing the same.

7.2 To adhere to the current membership requirements of the UKATA.

7.3 Trainees undergoing training leading to CTA with Psychotherapy speciality are also required to comply with any additional requirements as determined by UKCP (HIPC). It is the responsibility of the Trainee, on receipt of all relevant information from the RTE to ensure they implement or undertake the training requirements.

8. REQUIREMENTS FOR PSYCHOTHERAPY TRAINING PROGRAMMES

8.1 All Psychotherapy Training Programmes provided by RTEs must comply with the current training requirements, as advised by TASC on behalf of UKATA and which may be amended from time to time by UKATA, EATA & UKCP (HIPC).

8.2 RTEs shall provide clear written details of the entry requirements for all Psychotherapy Training Programmes provided by them.

8.3 RTEs shall provide a clear written statement regarding routes of progression through the course and a policy regarding suspension or termination of training.

8.4 Entry to all Psychotherapy Training Programmes shall require at least one of the following:

(i) post-graduate level of competence i.e. prior degree;

(ii) a suitable counselling qualification;

(iii) a qualification in a relevant profession;

(iv) suitable and relevant life experience or

(v) a combination of all or any of the foregoing.

8.5 In addition to the requirements of the foregoing, all potential Trainees should have relevant experience of working in a responsible capacity, and with people.

8.6 Prior to the commencement of the Psychotherapy Training Programme, the RTE shall provide all Trainees with a training manual or handbook including, but not limited to, information on the following:

8.6.1 The assessment criteria and the process(es) for implementation thereof;

8.6.2 Any additional evaluation process(es) applicable;

8.6.3 Possible academic qualifications, including those offered by UKATA;

8.6.4 Possible relevant accrediting and registering bodies such as EATA, UKCP, BACP, COSCA;

8.6.5 Any subsidiary or additional qualification offered by the RTE for the Psychotherapy Training Programme, the route to certification and/or accreditation and details of the relevant accrediting body.

8.7 RTEs will comply with any sanction(s) as imposed by TASC and endorsed by UKATA Council after due process.

8.8 Accreditation and Registration

8.8.1 In addition to the above conditions in order for a Trainee to proceed to accreditation and registration with all or any of the following UKATA, EATA & UKCP (HIPC) and in addition to meeting the necessary requirements of each of these bodies, Trainees pursuing CTA with Psychotherapy speciality shall demonstrate to the satisfaction of the Principal Supervisor that:

8.8.1.1 They have met with all specific training, supervision and personal psychotherapy requirements of UKCP (HIPC).

8.8.2 In order for Trainees to qualify as a CTA with Psychotherapy speciality and be accredited as such by EATA and registered with UKCP (HIPC) the Trainee shall meet all the UK national training requirements of both organisations.

9. THE ROLE OF TASC

The role of TASC shall include but is not limited to the following:

9.1 To provide copies of UKATA, EATA & UKCP (HIPC) training requirements in response to written requests for the same. All such requests shall be addressed to the Chair of TASC and sent to: TASC@uktransactionalanalysis.co.uk

9.2 To oversee the register of RTEs as provided for in the Registration Policy.

9.3 To establish a monitoring and evaluation function in respect of TA training provided by RTEs, UKATARs and Trainers in accordance with the provisions of the Monitoring Documents.

9.4 To decide and impose sanctions after due process on RTEs, Trainers, Principal Supervisors and Trainees where relevant in the event of their failing to implement their responsibilities in terms of the Code, the Monitoring Documents and the Registration Policy and in any other relevant situation which, in the opinion of TASC, merits sanction.

10. COMPLAINTS

10.1 Any complaints or correspondence concerning the Code should be sent to the Chair of UKATA, TASC c/o UKATA Administrator.

10.2 Complaints or alleged breaches of the Code will be dealt with according to the procedures outlined in the UKATA registration Policy document.

Sue Brady
Chair UKATA TASC

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