



## Re-accreditation Process for UKCP full clinical members

### Introduction:

UKCP's position on Re-accreditation is that all full clinical members must be able to provide informed documentation<sup>1</sup>, as set out by their College or Organisational Member, which demonstrates and supports the way that they are practising as a psychotherapist or psychotherapeutic counsellor. This process must be undertaken at a minimum of once every five years.

### Purpose of Re-accreditation

- To underpin and promote reflective and informed practice and continuing professional development
- As a result, to underpin and support best practice in a way that is beneficial to both practitioners and service-users.

### General Requirements

Colleges and Organisational Members must work collaboratively to develop their own re-accreditation procedures. Minimum requirements are:

- A. Each College must have a Re-accreditation Statement, which sets out explicit requirements for Re-accreditation for their members. At a minimum these should include the checking of:
  - Supervision records
  - CPD records
  - Insurance cover
  - A reflective process
- B. Organisational Members who wish to implement their own Re-accreditation Procedures able to do so. These procedures must adhere to college re-accreditation statements UKCP's minimum requirements.
- C. That the requirements of re-accreditation are being implemented and that every individual is able to provide documentation to demonstrate this.

### Guidance and requirements for re-accreditation statements

Re-accreditation statements should cover the following:

- The requirements for being re-accredited
- The timetable for the process
- How to access the relevant guidelines within their college or organisation.
- Information about what records/documentation should be kept, on an ongoing basis, by individual practitioners to prepare for re-accreditation.
- How members show that their practice and CPD reflects the Diversity and Equality Policy of UKCP. This will include such things as demonstrating an understanding of power, prejudice and the impact of oppression, and the needs of the diverse group of clients with whom they work.
- Direct members will be expected to use college statements to show how their practice meets the requirements and it should be clear as to how they access the process.
- Details of the process and how decisions will be made.
- Appeals procedures
- Organisations and colleges must set clear timeframes for responding and explain that UKCP membership may be at risk if people fail or refuse to respond.

Re-accreditation of individual registrants in exceptional circumstances if no organisational member is able to undertake re-accreditation.

In exceptional circumstances, and after express permission has been received from the UKCP Chair and Chief Executive, Colleges can reaccredit individual registrants in the absence of an Organisational Member performing this function, and provided the college has a robust re-accreditation mechanism in place.

<b>Approval Timeline</b>
December 2011 – CFC approves re-accreditation document and to undertake 1 <sup>st</sup> phase of the consultation process with principal internal stakeholders
April 2012 – 1 <sup>st</sup> phase of consultation concludes
April 2012 – CFC approves 2 <sup>nd</sup> phase of consultation to all full members, chairs of UKCP committees not consulted during phase 1 and the Psychotherapy Council
September 2012 – 2 <sup>nd</sup> phase of consultation closes
November 2012 – Registrar sends recommendation to SCC that option A is adopted
November 2012 – SCC agrees that CFC chair asks Board of Trustees to ratify Re-accreditation policy with option A being implemented
January 2013 – UKCP Board of Trustees ratifies Re-accreditation policy with option A being implemented
June 2014 revised and updated
July 2014 sent to Board of Trustees to approve revisions
18 July 2014 – Approved by the Board with amendments

August 2014 amended to reflect decision to allow colleges to directly accredit in exceptional circumstances

## Notes

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<sup>i</sup> This requirement is not intended to be overly prescriptive. Documentation may take many forms – for example, a reflective journal; CPD certificate; insurance certificates; supervision reports. What is required is that the practitioner is able to demonstrate and articulate the ways in which they monitor and develop their own practice, and seek appropriate support and guidance in their practice from others.