



Requirements for membership and administrative procedures

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1 The Structure of Member Institutions

The BPC Member Institution ('MI') is the gatekeeper of the Register and the body to which the BPC devolves responsibility for maintaining the appropriate standards.

The MI therefore is the postgraduate part of the organisation and must show sufficient independence both from its trainings and from the overall institution to ensure the integrity of the Register and the required standards.

REQUIREMENTS

- 1.1 In order to be eligible to become a Member of the BPC, an organisation normally must have been in existence for a period of not less than five years.
- 1.2 The stated aims of the organisation must be judged by the BPC to be compatible with its own aims.
- 1.3 All organisations must show evidence that they are governed by Rules or a Constitution that is compatible with that of the BPC and which show sufficient independence to ensure the integrity of the Register.
- 1.4 Every MI must have a system for accepting members which is clear and transparent, and decisions must be taken by at least two other members who are mandated by the organisation to do this. These members include graduates, and trainers, trainees, clinical staff and others as the MI sees fit. This includes members accepted under equivalence conditions. (Please see Equivalence Guidelines below.)

GUIDELINES

- 1.5 Every Member Institution normally should have a management structure which has representatives from all sections of the organisation. In particular, training(s), post graduate and clinical services normally should have equal representation on the overall governing body. This body should meet at least once per term and hold an AGM for the whole organisation.
- 1.6 The MI is represented on BPC Council and other committees as required. Normally the representative should come from the post graduate organisation.
- 1.7 Fees may be determined by the organisation and collected as required. These fees will include BPC fees.
- 1.8 The post graduate organisation should be a representative body whose officers are elected by the whole membership.
- 1.9 This organisation should oversee and coordinate post graduate activities which should be available to its registrants.

2 Standards for Training

REQUIREMENTS

- 2.1 Selection of trainees
 - 2.1.1. Trainings must have a clear and transparent application and assessment system which relies on the opinion of more than one senior trainer. The assessment must include a professional opinion as to the applicant's suitability.
 - 2.1.2 Applicants normally should hold a degree either in medicine, psychology, the social sciences or an equivalent degree or professional qualification.
 - 2.1.3 They should have had previous clinical experience or have carried out other responsibilities for the development or welfare of individuals.
 - 2.1.4 Trainees should have had an appropriate experience with patients in psychiatric in-patient care. If such experience does not pre-date admission to the training, it must be a required element in the candidate's subsequent course.
 - 2.1.5 Organisations should expect that trainees shall have had a sufficient amount of experience of working in the field with other professionals prior to the start of their training.

When a candidate lacks such experience, organisations must require that they gain it during their training.
- 2.2 Qualification of training analysts/psychotherapists and supervisors
 - 2.2.1 Normally training analysts/psychotherapists and supervisors must be experienced BPC registered psychoanalysts, Jungian analysts or psychoanalytic psychotherapists of at least five years post-qualification experience.
 - 2.2.2 The organisation must have in place a procedure allowing it to verify that the experience of the psychoanalyst/psychotherapist concerned is of a satisfactory standard, and to enable an informed professional judgement to be made about their suitability. In exceptional circumstances trainings may use other trainers who are registered with BPC (or another psychotherapy registration body where the requirements for training, ethics and CPD are commensurate with those of BPC). In this event written details should be kept and produced when asked for by BPC.

Training therapists/analysts should normally be seeing patients intensively. See relevant training criteria.

Graduates* of BPC psychoanalytic/Jungian analytic trainings must be eligible for consideration as training therapists and supervisors for the trainings they have qualified from and other comparable BPC trainings.

**Graduates in this context also include those registrants that an MI has taken in under equivalence procedure and/or following their own further training.*

- 2.3 Training Institutions must adhere to the BPC's protocol for clinical responsibility for training cases, nominate a specific person in each case and complete contracts for each case.

Please see clinical responsibility protocol and clinical responsibility pro forma documents of 2011

- 2.4 Academic training requirements

2.4.1 Training institutions must provide a full range of lectures and seminars covering all clinical, theoretical and technical aspects of the training. Attendance at these components of the course should be compulsory.

2.4.2 Training Institutions must appoint an External Examiner, and have written procedures for their appointment, and outlining their role.

The function of the external examiner is to monitor and maintain standards for the profession as a whole, and to ensure equity in process for the trainees within the training.

External examiners normally should be senior members of their own Institutions, CPD compliant and from the Psychoanalytic/Jungian Analytic category of the BPC Register. They should not act as External Examiner for any training where they have trained or where they are a member of the MI. In the event of some other senior external examiner being used, MIs should consult the Registration Committee, and keep written notes of why, how and by whom this decision was reached.

External examiners will complete an annual return to BPC on the form provided about the training, and trainings will ensure that it is sent in.

When a Training Committee has identified a new external examiner, their name and CV must be forwarded to the BPC registrar for BPC ratification.

- 2.5 Assessment of trainees

- 2.5.1 Of progress during training

All courses must monitor the progress of trainees closely. Trainees should not be permitted to proceed to a more advanced level of their training until they are judged to have completed the earlier stages satisfactorily. A formal review of a trainees' progress should occur at least annually.

2.5.2 For qualification

In order to become qualified, a trainee must have completed all the required components of his or her training. In order for this judgment to be made, the Training Committee of the organisation involved, meeting in formal session, must agree to it and thereafter inform the trainee in writing, which formally confers qualification.

2.6 Post-qualification professional life

All organisations must have a postgraduate organisation, and must provide, or else must be formally linked to organisations which will provide, a scientific and professional association for trainees once they have qualified. See Section 1 above, *The Structure of Institutions*.

2.8 Complaints from trainees about Training Institutions

2.8.1 All Training Institutions should have a written procedure for making any complaints, formal or informal, which should be given to the trainee.

2.8.2 Trainees should follow BPC procedure and may contact the BPC Ethics Committee formally or informally if they have concerns about their training. *Please see Section 7, below.*

See also: *Additional training requirements and guidance* (including gender, equality, psychiatric experience, systems that must be in place) and relevant individual training criteria.

3 Application by an Institution for Membership of the BPC

- 3.1 Nothing in the following description of the administrative procedure governing an application for membership can take precedence over the requirements for membership as set out in the BPC's Articles of Association.
- 3.2 All applications for membership must be sent to the Registrar of the BPC.
- 3.3 Applications for membership must be accompanied by all the relevant documents from the applicant institution in support of its application.
- 3.4 All applications will be assessed by the Registration Committee. The Committee will ask the applicant institute for the further information required.
- 3.5 Having collected all the relevant information, and having formed a view as to the appropriateness of the application, the Registration Committee will normally proceed to ask for further information and or/ conduct a site visit.
- 3.6 The Registration Committee will prepare a report in conjunction with the applicant institution and present it to the Executive.

- 3.7 Once the Executive is satisfied that it has the required information to form a judgment about the application, it will make a presentation of the application to a meeting of the Council of the BPC.
- 3.8 As provided for in the Memorandum and Articles of Association, only the Council of the BPC has the authority to confer or deny an applicant institution membership of the BPC. Once the decision has been taken, it will be conveyed to the applicant institution in writing by the Chair of the Council.
- 3.9 Should an applicant institution be denied membership, that institution will not be able to make another application within the next six months.
- 3.10 If, within a period of seven years, an institution has been refused membership on three separate occasions, no further applications can be received from it for a further five years.
- 3.11 Once accepted for membership, an institution will have a place on the Council of the BPC. It will be able to play a full part in the work of the BPC and its continuing membership will thereafter be determined by its capacity to go on meeting all its obligations for membership described in the Memorandum and Articles of Association and these Guidelines for Membership and Administrative Procedures of the BPC.
- 3.12 Once institutions become Member Institutions, they agree to fully participate and co-operate with the Registration Committee in regular reaccreditation processes at a frequency decided by the Registration Committee. This will normally be every five years.
 - 3.1.3 At reaccreditation, or any other time, information may come to light which would imperil the continued accreditation of the MI. These would include:
 - a. Radical change in orientation;
 - b. Poor professional standards (standards are defined by the BPC, taking account of all the relevant documentation on what constitutes proper standards of training and practice);
 - c. Non compliance with BPC requirements to improve standards in (b), above;
 - d. Refusal to pay fees to BPC;
 - e. Other serious breaches of protocol or behaviour which could lead BPC into disrepute.In these cases, the following process will apply:
 - a. The institution will be visited by the registration committee and given full written details of the concerns.
 - b. The institution will be able to reply to the concerns and given reasonable* time to rectify the problems identified.
 - c. BPC will offer whatever help possible to enable the MI to rectify the problems identified.

d. If the problems are not rectified within a reasonable* time, a report will be presented to BPC Council recommending the removal of BPC accreditation.

e. After the agreement of Council, the MI and its registrants will be removed from the BPC Register (where those members hold no other membership of a BPC-accredited MI) and any other relevant bodies will be informed.

Once Council have agreed, the BPC will take all possible and reasonable* steps to offer alternative avenues of registration and continuing training.

a. Existing trainees. BPC will expect that other trainings will accept trainees and help them complete their training.

b. Registrants. BPC will find another MI for the registrants.

(* *Reasonable* will be defined by the BPC, taking account of the individual circumstances.)

4 Registration Procedures

- 4.1 Admission to membership of The Council of the Institutions of the BPC entitles member institutions to submit the names of all their members for inclusion under the appropriate title in the Register of the BPC.
- 4.2 In the first instance, the lists from Member Institutions of those entitled to be registered must be sent to the BPC Administrator, who must be informed promptly of all alterations to a Member Institution's membership list that may affect the Register of the BPC.
- 4.3 It will be the duty of the CEO to maintain the Register and ensure that it is up-to-date and accurate. Should difficulties arise, the CEO must take the matter to the Chair of the Professional Standards Committee for discussion. Further clarification and discussion, if needed, should be taken with the Executive, and final decisions will be taken by Council.
- 4.6 Member Institutions must have a written procedure of how graduates can become registrants. Member institutions may accept registrants who have not trained with them, but must ensure that any such registrant meets the relevant BPC standards.

Please see equivalence guidance in Appendix 3.2

5. Principles Governing the Presentation of the Register

- 5.1 For the information that it will provide for the public, the Register must represent the BPC perception of the training and qualification of the registrants so that its practitioners can be distinguished clearly from other, non-BPC, practitioners.
- 5.2 A further aim is to make clear to the public, by the way in which the Register is presented, the different distinguishing titles and the member institutions of the BPC that hold them.
- 5.3 As a general rule, the titles used to distinguish registrants should be those that appear in the titles and documents of member institutions, as they will be the titles by which members of the institution concerned are known in the wider profession and by the public.
- 5.4 If there are sufficiently compelling grounds for suggesting that an institution should use a title in the Register that is not its formal title, then it should be expected that it should use the title that describes its essential character. The third choice might be that the institution use its informal title, or the title by which it may be known popularly, if it has one.
- 5.5 Whenever possible, entries in the Register ought to be represented in a uniform way. Where that aim conflicts with the wish of a member institution to present itself and its members in an appropriate way, every reasonable attempt should be made to accommodate the institution concerned rather than to insist on uniformity under all circumstances.
- 5.6 The way in which an institution wishes to represent itself on the Register should not limit the manner in which another institution can present itself in an appropriate way in terms of its own title.
- 5.7 In addition to the distinction between practitioners trained in child, couple, group and adult psychoanalytic psychotherapy, there should be available the facility to search the Register according to the following criteria.
 - 5.7.1 Practitioners according to geographical location of practice(s).
 - 5.7.2 Practitioners competent to conduct clinical work in one or more of a number of foreign languages.
- 5.8 Practitioner members of BPC member institutions listed on the Register should have the right to have included a range of information.
 - 5.8.1 Surname and first name and/or initial(s)
 - 5.8.2 Personal title, e.g. Mr, Miss, Ms, Mrs, Dr, Dr (PhD).
 - 5.8.3 Evidence of membership of a related publicly recognised professional register - e.g. FRC.Psych., C. Clin.Psychol.
 - 5.8.4 A member's professional title(s).

- 5.8.5 The name of the institution(s) through which the individual practitioner member has a right to register. If an individual member belongs to more than one Member Institution, the full name or abbreviated reference to those institutions should be recorded in his or her entry.
- 5.8.6 Consulting room address(es) together with telephone and fax number(s), email addresses, and website, if desired.
- 5.8.7 A public institution address together with public appointment title, telephone and fax numbers, and email if desired.
- 5.9 Member Institutions will be responsible for collecting the BPC's annual registration fees from registrants. Registrants who hold membership of more than one MI should choose one to act as their fee-paying institution. The registration year commences on 1 April of each year, and the BPC will invoice the Member Institute in advance of this date based on an agreed list of fee-paying registrants. An annual institutional fee, set according to the number of registered members in each Member Institution, will also be levied on the same timetable.

6. Reaccreditation Procedures

- 6.1 The Registration Committee is responsible for an ongoing programme of reassessing the BPC's Member Institutions and their trainings, in addition to assessing aspirant institutions and trainings. It routinely carries out site visits aimed, among other things, at ensuring that standards are maintained. Site visits will normally be conducted every five years.
- 6.2 The organisation is assessed within three main areas: the quality and psychoanalytic grounding of the training(s), the provisions for post graduate activity and the quality of its post graduate organisation, and the security and suitability of the umbrella or parent organisation the training is contained within.
- 6.3 The site visit committee shall comprise the chair and nominated members of the standing Registration Committee, plus a visiting member who may have a particular expertise in the relevant category, a lay member, and a trainee member.
- 6.4 Once the visit(s) is/are complete, and any further queries answered, the site visit committee will prepare a draft report which the MI will be able to comment on. Those comments will be either incorporated into the report, or included at the end. The report may include requirements and/or recommendations to the MI, and will include a recommendation about accreditation or reaccreditation to Council. The final report is sent to the MI and the BPC Council, where it is discussed and the recommendation voted upon.

7. Code of Ethics

- 7.1 All trainings and graduate bodies must agree to adhere to the BPC's complaints procedure and ethical code. This agreement should be formally passed by the Member Institution at their AGM, and a copy sent to BPC.
- 7.2 The BPC shall put any such complaints or enquiries before any of their Ethics sub-committees which they see as congruent to conducting a proper enquiry into such matters and in accordance with its complaints procedure.
- 7.3 Should the BPC consider that a matter should be referred back to the Member Institution, the Member Institution will agree to take appropriate action.
- 7.4 Should the Ethics Committee or an appointed Hearing Panel decide on any sanction(s), the Member Institution will agree to put these into operation.

8. Review of the Memorandum and Articles of Association

While changes to the Memorandum and Articles of Association and the Guidelines for Membership and the Administrative Procedures may occur at any time decided by the BPC, the BPC shall have the duty to assess the adequacy of the Memorandum and Articles of Association at reasonable intervals.

Appendix 3.2

Member Institutes and their Postgraduate Organisations

3.2.a. Structures and procedures

Background

This formalises the structures and procedures that most Member Institutions currently have in place. Local arrangements may vary and also the name of this part of the organisation (e.g. clinical members: professional members; post graduate body). What follows is a general outline of the minimum requirements, including those for financial governance.

The BPC's members are its Member Institutions (MIs). MIs are the gatekeepers of the register and are responsible for maintaining our standards, both at qualification and through involvement with CPD and professional standards thereafter. Usually MIs also have a training course, and often run a clinical service.

In its regulatory role, the BPC has an interest in all aspects of the MI: the trainings, the post graduate organisation and the whole institution which contains them. Each part of the MI has to be assessed and accredited; they are mutually interdependent and the standards in one area will inevitably reflect in the other areas.

Consequently, at accreditation and reaccreditation the Registration Committee needs to examine documents which relate to all aspects of the organisation, and needs to meet with people from all parts.

The BPC upholds the principle that it is its senior clinicians who maintain the proper professional standards and who use their professional judgement to assess and accredit members who are put forward to join the register, as well as deciding how their organisations are run overall. This is why the BPC accredits the trainers and managers of an MI, as well as the manner in which they meet the criteria. The BPC's criteria are kept quite broad in order to allow for the individuality in which our MIs flourish.

There are however some requirements which have to be adhered to in order that the BPC can fulfil its responsibility as a voluntary regulator, but also to give the best structure possible to allow its MIs to continue to develop. Most MIs already have some version of this. See Section 1 of *Requirements for membership and administrative procedures* for these requirements regarding the structure of Member Institutions.

REQUIREMENTS

Postgraduate Organisations

All Member Institutions need to have some kind of post graduate organisation, which is the body responsible for putting practitioners on the BPC Register. This includes decisions about equivalence.

This organisation should also contribute to the monitoring of its registrants' CPD returns, and to other BPC committees as required. It should also oversee and coordinate post graduate activities which should be available to its registrants.

The organisation must be able to show a sufficient measure of independence from the training and their overall or containing organisation. This must be documented.

GUIDELINES

Structure

This organisation should be a representative body whose officers are elected by the whole membership.

There should be minimum number for the committee, and no less than 4 to be quorate.

The committee requires a chairperson and at least one member from the following subcommittees: professional standards (including CPD), finance, training and training therapist selection.

There should be a term of office for all the officers.

There must be written procedures about how the organisation conducts its business.

There must be minutes kept of meetings.

Meetings

The organisation may determine the frequency of committee meetings, but this must be no less than once per term. There must be an Annual General Meeting at which reports are presented. There must be at least 3 weeks' notice of the AGM and reports sent with the notification. There must also be nomination forms for officers and members of the committee.

Finance

Fees may be determined by the organisation and collected as required. These fees will include BPC fees.

Payments from the organisation must be sanctioned by 2 people and cheques countersigned.

Accounts should be kept and checked by an independent person. They should have auditing experience at the least but preferably should have an accounting qualification. These accounts should be presented to the whole membership for the AGM.

(R10/R11)

3.2.b. Acceptance of New Individual Members by BPC Member Institutions

This document is intended to address the situation where MIs wish to accept individual members who have not completed a BPC training.

Procedures

Each MI should have in place a clear and accessible procedure, being careful to avoid potential conflicts of interest.

Normally the applicant should have completed a training to BPC criteria and standards, as specified in the Guidelines.

If the applicant has not completed such a training, the MI must satisfy itself the applicant has reached the standard required for BPC registration in the relevant category.

The MI may identify areas where the applicant's training does not satisfy BPC criteria, and offer such experience or input as is deemed necessary for the applicant to meet the BPC criteria.

Where the potential member has until the point of application been a member in good standing of another Member Institution which has had its BPC accreditation rescinded, and the BPC has recommended that they be accepted by the MI as a member, their application should be expedited. The member will retain their BPC registration in the interim, in accordance with the stipulations set out the document 'Member Institutions: Removal of BPC accreditation'.

REQUIREMENTS

The applicant should have attended seminars of required length and depth, unless s/he can show the level of competence necessary.

For Psychoanalytic Registrants

The applicant should have had two supervised 3x weekly long term cases, usually with a BPC registered supervisor.

The applicant should normally have had at least 3x weekly personal analysis/psychoanalytic psychotherapy, for several years, with a BPC registered analyst/ psychoanalytic psychotherapist.

For Psychodynamic Registrants

The applicant should have had two supervised 1x weekly cases for a minimum of one year each, usually with a BPC registered supervisor.

The applicant should normally have had at least 1x weekly personal analysis/psychoanalytic psychotherapy, for several years, with a BPC registered analyst/ psychoanalytic psychotherapist.

In the unusual event of the applicant's training therapist being a non-BPC registrant, MIs should make arrangements to satisfy themselves that the required depth of personal psychoanalytic work has been undertaken.

If the MI wishes to proceed with an application, the MI should interview the applicant: preferably an individual personal interview with a senior member of the MI, and a panel interview with several members where the applicant presents an intensive case.

References should be sought, preferably from BPC registered practitioners. At least two references should be from supervisors of the intensive work of the applicant.

In the event of an unsuccessful application, applicants should be offered clear and honest feedback about reasons for their application being refused.

MIs may take individual members who do not meet all the criteria, providing they have satisfied themselves that the applicant meets the BPC standards and way of working. A list must be kept of the accepted applicants, together with notes of how the decision was arrived at.

Agreed by Executive 4 September 2006, updated 2011

3.2.c. Equivalence

REQUIREMENTS

1. There must be a clear and transparent system for making decisions about who to accept under equivalence.
2. The decision should not be taken by one person.

GUIDELINES

The essence of equivalence in this context is that the standard of psychotherapy practice should be equivalent, rather than the precise training activities of the MI needing to be replicated. MIs have their own ways of assuring this which can vary according to circumstances, and which should rely on their professional judgement as to whether the applicant is functioning at an equivalent professional standard to other BPC registrants in the relevant category. Usually MIs should be able to accept and rely on other BPC psychoanalytic/Jungian analytic registrants' assessments.

1. Extract from BPC *Requirements for membership and administrative procedures*

Qualification of training analysts/psychotherapists and supervisors

It is expected that those who conduct the personal psychotherapies of trainees in training or who provide the supervision of training cases must be experienced BPC registered psycho-analysts, Jungian analysts or psychoanalytic psychotherapists of at least five years post-qualification experience. The organization should have in place a procedure allowing it to verify that the experience of the psychoanalyst/psychotherapist concerned is of a satisfactory standard.

See also Acceptance of New Individual Members, above.

The above relates to all BPC registered trainings, both psychoanalytic and psychodynamic.

Appendix 3.3

Additional Training Requirements

3.3.a. Disclosure and Barring Service Checks

Trainings should appoint a Disclosure and Barring Scheme (DBS) liaison person, who receives the trainee's CRB form, and arranges for it to be processed by an authorised DBS agent. Trainees must apply for DBS enhanced disclosure if required by their course.

The liaison person receives the reply. If any criminal record is revealed, trainings must have a procedure in place for considering the information in a confidential manner, whilst maintaining the overriding duty of care to the patients such a trainee may treat. This should normally involve discussion with the BPC ethics committee, before a decision is taken. Trainees must complete a yearly self-declaration form about any subsequent convictions or pending criminal proceedings, or confirm that they have none. In the event of there being anything on in the declaration, trainings must have a procedure, as above, normally involving the BPC ethics committee.

3.3.b. Non-Discrimination Policies

REQUIREMENTS

1. Trainings must operate non discriminatory policies in respect of age, gender, sexual orientation, race, disability and culture in the appointment of both trainees and trainers.
2. Trainings must teach about all these issues in a respectful and exploratory manner. Training material references must be selected from an approved bibliography.
3. Specifically, trainings must not teach that homosexuality is of itself a symptom of pathology.
4. Trainings must endeavour to monitor their performance in these areas and show what checks they have in place.

3.3.c. Standards of Written and Spoken English

REQUIREMENTS

Trainings must have a written application form, and also hold interviews. Trainings must assess at this point whether the applicant has a sufficient grasp of written and spoken English to undertake the training.

Trainings must check that trainees reach the EL TS 7.0/GCSE standard by the time of qualification. Trainees whose first language is English will not normally need to be assessed; trainings must assess trainees whose first language is not English; this could be through the normal written and spoken work the trainee does in the training.

3.3.d. Accredited Prior Learning

REQUIREMENTS

Trainings must have a system of accrediting prior learning - AP(E)L

In particular:

1. What core professional qualifications are required
2. How applicants without these are assessed
3. What psychiatric work experience is taken into account
4. What parts of the training (if any) trainees would be allowed to miss because of prior learning.
5. How their proficiency in this area would be assessed.

3.3.e. Resources

REQUIREMENTS

1. Trainings must have sufficient financial resources to enable the selection of applicants to be made free of these considerations.
2. Trainings must have sufficient resources to deliver, and finish, any trainee's training.
3. Trainings must offer trainees access to library and electronic facilities, including access to relevant periodicals and journals.
4. Trainings must have adequate buildings and teaching facilities.
5. Trainings must have a system of trainee support.

3.3.f. Progression

REQUIREMENTS

Permission to proceed

1. Trainings should have a clear and transparent process as to what is required before a trainee is given permission to proceed to this last part of the training.
2. The process should be given in writing to the trainee at the beginning of the training.
3. Generally a trainee must be assessed as having reached a certain (specified) level of clinical competence in order to be given permission to proceed.

3.3.g. Assessment

REQUIREMENTS

1. Trainings must have a fair and clear marking system; anonymous marking is best, although in small organisations this may be impractical.
2. The markers need to assess whether the trainee has shown an analytic position, a grasp of the patient's unconscious communication, an understanding of the transference and countertransference phenomena, and a good degree of self awareness.
3. The paper should be assessed in some way as pass, fail, or re-write.

Reading in

Trainings should have a process of reading-in, whereby the newly-qualified graduate reads their paper, or a shorter version of it, to an audience of members of the association.

3.3.h. Psychiatric experience as part of training

REQUIREMENTS

It is necessary for the practitioner to be able to recognise florid psychiatric symptoms and syndromes and personality disorders, as well as to have some experience of relating to colleagues working in psychiatry.

Trainings must satisfy themselves that the trainees meet these minimum requirements, or the equivalent, before they take their first training case.

Where a trainee does not have this experience, trainings should either facilitate a placement, or check arrangements the trainee may be able to make.

Before the trainee undertakes a placement, there should be ample discussion and consideration with a tutor from the training about the proposed placement, and that this must be approved as suitable to the needs of the individual.

GUIDELINES

A weekly placement within a psychiatric unit and attendance in the ward round, where there is the opportunity to be present in the interdisciplinary discussions of psychiatric patients, should normally be the minimum. However, equivalent arrangements can be made where appropriate. The purpose of the placement is to ensure that the trainee has a functional grasp of the symptoms of mental illness, and have exposure to relating to inpatients wherever possible. The placement therefore needs to be of sufficient duration to enable that trainee to achieve this, and thus usually will need to be around one year.

After the placement finishes there should be a review of the placement to make sure the experience has been adequate, identify gaps and omissions, and to note what has been particularly valuable for future reference for the training.

November 2010

3.3.i. External Examiners

REQUIREMENTS

Member Institutions should have an external examiner system in place, and be in a position for them to make their annual return.

Paragraph 2.4.2 of the Requirements section of this document stipulates:

2.4.2 Training Institutions must appoint an External Examiner, and have written procedures for their appointment, and outlining their role.

The function of the external examiner is to monitor and maintain standards for the profession as a whole, and to ensure equity in process for the trainees within the training.

External examiners normally should be senior members of their own Institutions, CPD compliant and from the Psychoanalytic/Jungian Analytic category of the BPC Register. They should not act as External Examiner for any training where they have trained or where they are a member of the MI. In the event of some other senior external examiner being used, MIs should consult the Registration Committee, and keep written notes of why, how and by whom this decision was reached.

External examiners will complete an annual return to BPC on the form provided about the training, and trainings will ensure that it is sent in.

When a Training Committee has identified a new external examiner, their name and CV must be forwarded to the BPC registrar for BPC ratification.

(Annual report form overleaf)

FEE GUIDELINES

Fees are by individual negotiation.

Depending on the amount of work, it is recommended that around £300 to £500 per visit is a reasonable minimum.



Annual External Examiner Report

Training:.....

A. During the year* I have read the 6 monthly clinic reports, together with the supervisor's reports, of X trainees in the 2nd year, X trainees in the 3rd year, X students in the 4th year (etc.) of the course, together with other reports as requested by the Chair of trainee Progress. I am satisfied that the supervisors' reports represent the standard of clinical understanding demonstrated in the trainees' reports.

* Normally returns should be completed every January about the previous year. In the case of the external examiner taking over partway through the year, they should make returns anyway, noting the length of time the return refers to.

Comment:

B. During the year I have attended X meetings of the Progress Committee. I am satisfied that:

- the overall standard of the course and the assessment process is of a level appropriate for a BPC approved training; this includes due attention to understanding of unconscious communication, the appropriate use of transference and countertransference, the maintenance of appropriate professional boundaries and management of the self in the psychotherapeutic relationship.
- the assessors for the course are recognising the capacities of the trainees, giving due attention to the weaknesses and potential weaknesses as well as strengths.
- the assessors for the course are giving good feedback to trainees and, if the standard is not yet satisfactory, clear guidance as to what action is required to reach a satisfactory standard.
- trainees who do not meet a standard at which they can be considered safe to practice independently have not been qualified.

OR – C

I am concerned about some aspects of the training and wish to involve the Registration Committee

Comments:

Signed:

Date:

Please complete each January and send one paper copy to BPC Office, and email to the Registrar: janhep@gmail.com

British Psychoanalytic Council, Suite 7, 19-23 Wedmore Street, London N19 4RU

3.3.j. Gender of training cases

Background

BPC requirements are that trainees should have at least two long training cases, one of either sex.

In view of the small number of training cases required, generally this is a minimum requirement.

Discussion

The first line of enquiry should be into whether there is something about the issue that the individual trainee is struggling with. However, the Registration Committee is confident that the relevant Training Committee would be able to assess and work with such a situation, given a reasonable amount of time.

The argument exists that the actual sex of the patient is not the only important factor, but that both male and female aspects of the patient are always present.

REQUIREMENTS

Training committees should continue to make every effort to adhere to the BPC requirements in the matter of the gender of training cases, and not consider varying these until the trainee and training committee has tried for at least a year to find a case of the gender needed.

If after this time a training committee feel confident in the trainee and that all other avenues have been exhausted, the training committee has discretion to vary the requirements.

If there are difficult circumstances which the training committee wishes to clarify, the Registration Committee may be consulted.

March 2010

Appendix 3.4

Additional Training Guidelines

3.4.a. Final (qualifying) papers

These guidelines apply primarily to the Psychoanalytic / Jungian Analytic trainings (O1)

The Registration Committee considers that the purpose of a final paper is to describe the psychoanalytic work undertaken by the trainee in an intensive and long term case. It is not principally to show the trainee's grasp of psychoanalytic theory, except as much as is evident from the trainee's way of working, and holding the analytic frame in mind. The Registration Committee have come to the conclusion that having to include too much theoretical material tends to inhibit the trainee from properly describing their analytic work, and benefitting fully from this endeavour. It is hoped that the paper can demonstrate the degree to which the trainee has digested and integrated the relevant theory largely through use of description and verbatim material, showing that they have sufficiently grasped the analytic method and theory internal structures.

In general, the function of the written work is to help the trainee develop his/her facility for recording and reporting on the clinical encounter between patient and therapist. Although individuals vary in both their ability to write and their wish to communicate in writing, the capacity to describe successfully the 'clinical facts' of the shared experience of the analytic relationship is nonetheless a necessary professional skill. More than this, the activity of writing can itself aid the clinical development of the trainee. The writer is necessarily required to summarise and formulate clinical material, conceptualise it within a theoretical framework, and clearly convey the material together with an analytic understanding of it to the reader, all of which can help clarify the writer's thinking. Depending on the type of paper or report being written, this process usually also entails some attempt to integrate theory and practice, whether it is by showing how theory informs the clinical work, or showing how theory is derived from clinical phenomena.

A trainee ought not to have reached the final paper without these basic abilities, and if the paper does not sufficiently show this, the trainee can be helped further by the trainers to explain their work more clearly. However, even with the most careful ongoing assessment, it can happen that a trainee gets to the final point and the trainers feel that they have not reached the required standard, and are unlikely to do so. Trainers have to be able to refuse to qualify that person, although there must be a careful and open procedure in place for such a rare eventuality. Accordingly, this final paper does have the status of a *qualifying* piece of work and, as such, it must demonstrate the trainee's capacity to work as an independent practitioner of psychoanalytic psychotherapy.

Specific recommendations

1. The paper should be about one case of the intensity applicable to the training.
2. The case should have been supervised in individual weekly supervision by a training supervisor.
3. The length of the paper must be stipulated; trainings vary in the length required but the upper limit is generally between 5000 and 8000 words.
4. The paper does not need to include much discussion of theory as such, but use a few references which are felt to be particularly relevant. (Trainings may require additional written work on theory, as they think best helps the trainees acquire a working knowledge of it.)
5. The paper should describe the patient, suitably anonymised, his/her background and the reason for referral.
6. The paper should describe the process and progress of the psychotherapy, with whatever themes the trainee has identified as central.
7. The paper should include substantial excerpts from one or two sessions, together with the trainee's interpretations and comments, as well as shorter illustrative material.
8. The trainee should write about their thoughts and understandings about the patient and their material, as the paper progresses.

3.4.b. Selection of Training Therapists/Analysts

Normally,* training therapists should be BPC clinical practitioner registrants [psychoanalytic psychotherapy/ psychoanalysis/Jungian analysis category], with 5 years post qualification experience of both intensive and non-intensive psychoanalytic psychotherapy with adults.

Graduates** of BPC psychoanalytic/Jungian analytic trainings must be eligible for consideration as training therapists and supervisors for the trainings they have qualified from and other comparable BPC trainings.

What follows are minimum requirements.

The Training Committee reserves the right to use its discretion in accepting a therapist as a training therapist/supervisor whether or not the therapist meets the following criteria:

1. The applicant should be registered with the British Psychoanalytic Council.
2. The applicant should have had at least five year's practice since qualification.
3. The applicant should have seen, post-qualification, at least three patients three times weekly, each for over three years, and should have had supervision on at least one of these cases.
4. The applicant should be currently in practice for at least twenty hours per week and should have current experience of seeing cases intensively (at least three times weekly) and should have background experience (previous or current) of seeing a wide range of patients once and twice weekly.
5. Exceptions may be made where it is thought that the best available theory teacher is not BPC registered, or is not registered in this category. It is also possible in exceptional circumstances to use a clinical trainer (this includes training therapists/analysts, supervisors and clinical seminar leaders) who is not BPC registered, or is not registered in this category, where there is no alternative but they must be registered with another acceptable psychotherapy registering body, e.g. UKCP. Where an exception is made this must be noted by the training, and a written record kept of why the exception was made and who made the decision. This record should be part of what is given to the external examiner yearly and BPC at reaccreditation.

Decisions should be made by the relevant committee: then it is this committee who has the responsibility of negotiating with BPC Registration Committee regarding the issue and its attendant implications, not the individual requiring exemption.

Procedure

1. A therapist wishing to become an approved training therapist or supervisor for should first contact the Chair of the Training Therapists and Supervisors Sub-Committee for an informal discussion of the application.
2. The Chair of the Sub-Committee will then discuss this approach with other members of the Sub-Committee.
3. If the Sub-Committee supports the proposal the applicant will be informed that the application can proceed.
4. If the applicant wishes to proceed he/she will be asked to apply in writing to the Sub-Committee. He/she may be asked to provide further information, which would include two referees and an account of his/her work experience.
5. The Sub-Committee will discuss the application and decide whether to proceed further.
6. Applicants who meet the criteria and who are known or recommended may move straight to 9 at this point.
(It is recommended that training therapist/analysts from other equivalent BPC registered trainings would be able to do this.)
7. The applicant may then be invited to present case material to a panel of at least four training therapists appointed by the Sub-Committee.
8. This panel will make a recommendation to the Sub-Committee as to whether or not the applicant should be accepted.
9. The Sub-Committee will make a recommendation to the Training Committee.

*'Normally' in the context of this document means that this should be the presumption. In the exceptional circumstances of varying the requirements, trainings should keep a written record of the decision, and how and why it was arrived at.

**Graduates in this context also include those registrants that an MI has taken in under equivalence procedure and/or following their own further training.

Appendix 3.5

Accreditation and Reaccreditation

3.5.a. Procedure for accreditation applications

Preliminary enquiries should be directed to the Registrar, who will discuss which section of the register graduates of the training would belong to. See Training Criteria for details.

Alternatively, the training may belong to one of the application trainings which are BPC accredited trainings, and where the graduates are not psychotherapy/ counselling practitioners but retain their own core profession. Graduates of these trainings do not therefore have individual BPC registration, and BPC are not responsible therefore for their CPD and Ethics.

Once it has been established which grouping an aspirant training and organisation belongs to, the Registrar will forward the relevant criteria and application form.

If the aspirant training and organisation wishes to proceed, they would enter into preliminary discussions with the Registrar. Once accepted the training and organisation will either become another BPC MI (Member Institution) or will join an existing MI

A panel is then appointed by the registration committee.

The panel looks at all the documents and has discussions and negotiations about any queries or processes which might need changing.

If the application is proceeding satisfactorily, the panel then makes a visit.

Following this the panel then write a report for BPC Council, which is given in draft to the aspirant training for them to comment on and make any corrections as to matters of fact. The final report then goes to the Executive. They make a recommendation to Council which is part of a shorter report about the application.

Procedure for application

The first stage of the process is the submission of the application form to the Registrar.

There is an application fee to be sent at the time of the application.

Once the Registration Committee has studied the form, they will be in discussion with the applicants about the next stages.

They are:

1. Request for further documentation, in particular anonymous clinical papers and reports from recent graduates and current trainees. If these cannot be emailed, they will need to be photocopied and sent to the individual members of the Registration Committee and to the nominated co-opted member from the wider BPC.
2. Written feedback from the Registration Committee, and further discussion by telephone and/or email.
3. Visit[s] from representatives of the Registration Committee, plus the co-opted member, to meet and interview representatives of all sections of the organisation.
4. Written feedback from the visiting team, including any requirements for changes or adaptations to the organization or training.
5. A copy of the Registration Committee's report to BPC about the application, with recommendation(s).
6. The process may be delayed, or stopped, at any point, by either party. If the Registration Committee feels that this is necessary, the organization will be given reasons and feedback.

3.5.b. Accreditation process by BPC Registration Committee

The BPC is seeking to assess your organisation within three main areas; the quality and psychoanalytic grounding of your training, the provisions for post graduate activity and the quality of your post graduate organisation, and the security and suitability of the umbrella or parent organisation the training is contained within.

On the basis of your application form, the Registration Committee will have reached the view that the application meets our basic criteria in the relevant category, and need further documentation to consider.

All documentation should be sent electronically to the email provided; if this is not possible please consult the Registrar for addresses to send copies to.

Once the team has seen your documentation, and discussed any points of clarification they will decide whether to make site visit(s).

During the site visit(s) we need to meet with representatives from-

1. Training Committee{s} for the training(s)
2. Trainees
3. Officers of the post graduate organisation and graduates/members
4. Your Council or equivalent

We may also ask to attend a case discussion/scientific meeting, and/ or a seminar/ some seminars.

Once the visit(s) is/are complete, and any further queries answered, the Committee will prepare a draft report which you will be able to comment on. Your comments will be either incorporated into the report, or included at the end. The report may include suggestions and recommendations to you, and will include recommendations to Council.

The final report is sent to you and the BPC Executive where it is discussed and the recommendation to Council agreed. It is voted upon in Council, who have an abridged version of the report.

3.5.c. Reaccreditation process by BPC Registration Committee

Documentation required

The BPC is seeking to assess your organisation within three main areas: the quality and psychoanalytic grounding of your training, the provisions for post graduate activity and the quality of your post graduate organisation, and the security and suitability of the umbrella or parent organisation the training is contained within.

We therefore need to see:

1. Anonymous copies of last six qualifying papers
2. ditto six-month reports for trainees (current trainees first, not fewer than six)
3. ditto supervisors' reports relating to (2)
4. list of training therapists used, with their qualifying institutions and date of qualification (if possible)
5. ditto supervisors
6. ditto seminar leaders
7. curriculum with references
8. information about post graduate organisation
9. information about the management structure
10. last external examiners report
11. all notes from when you have reached an exceptional decision and/or used your discretion to vary any of the requirements in the Requirements Document. Attach correspondence if you have taken advice.
12. all details of graduates you have accepted under Equivalence guidelines, with the notes of the discussion and decision.
13. if your ethics committee has been convened, information about why, and what action was taken. Please include any documentation which is anonymous; we do not need details of the individual cases, just the general outline of the situation.
14. anything else you think might be relevant.

All documentation should be sent electronically to the email provided. If this is not possible, four or five paper copies will be required, and the Registrar will give addresses for them to be posted out.

Once the team has seen your documentation, they will probably ask for clarification on various points before the site visit.

Thus, during the site visit(s) we need to meet with representatives from:

1. Training Committee(s) for the training(s) which belong to BPC
2. Trainees
3. Officers of the post graduate organisation and graduates/members
4. Your Council or equivalent

We may also ask to attend a case discussion/scientific meeting, or a seminar/ some seminars.

Once the visit(s) is/are complete, and any further queries answered, the Committee will prepare a draft report which you will be able to comment on. Your comments will be either incorporated into the report, or included at the end. The report may include suggestions and recommendations to you, and will include recommendations to Council.

The final report is sent to you and the BPC Executive where it is discussed and the recommendation to Council agreed. It is voted upon in Council, who have an abridged version of the report.

Appendix
THE BRITISH PSYCHOANALYTIC COUNCIL
REACCREDITATION

1.0 Description of the Institution

- 1.1 Title
Name of your Professional Association (Member Institution)
Name of your Training Organization
- 1.2 Address
- 1.3 How long at that address?
- 1.4 Previous address
- 1.5 How long at that address?
- 1.6 How long established?
1.6.1. As an institution?
1.6.2. Training established?
- 1.7 Does your institution have charitable status? If so, please state its
Registration Number.
- 1.8 Please describe in detail your Institution's administrative structure,
explaining the organizational functioning of the Training Institution
and of the Professional Organization. Please make clear which posts
are held by election and which are not.
- 1.9 Describe the aims and objectives of the institution, indicating the any
charitable objects approved by the Charity Commissioners.
- 1.10 Is your institution able to protect its standards by selecting trainees
for training free from considerations that could lower those standards
for admission in order to meet financial or other targets?
- 1.11 Please list the names of those members who are fully
qualified.
a) who trained with your society and the dates of their
qualification;
b) who trained elsewhere, giving the names of training
organization and, where possible, the dates of their qualifying.
- 1.12 Please describe the system for CPD and professional standards in your
organisation, and the structure you have for monitoring if required.

2.0 Background Requirements

- 2.1 Do you require your applicants to hold a professional qualification – degree or equivalent?
- 2.2 Please describe in detail to what extent applicants are required to have previous clinical and psychiatric experience or other responsibilities for the development and welfare of individuals, and/or experience of work with other professionals in the psychotherapeutic field.
- 2.3 Please specify the main criteria of suitability for admission to the training.
- 2.4 Describe the frequency and duration of personal therapy / psychoanalytic psychotherapy/analysis required of applicants prior to commencing the training.
- 2.5 Please describe the DBS checking system you make on your trainees.

3.0 Training

- 3.1 Over what period of time is the training required to last?
- 3.2 Please confirm that trainees are required to be in personal psychoanalytic psychotherapy/analysis up to the date of qualification/date of election to membership.
- 3.3 At what frequency is the psychoanalytic psychotherapy/analysis of trainees required to be conducted?
- 3.4 How many cases, at what different levels of intensity, and for how long, have to be treated by trainees in training under supervision? How many supervisors are involved in the training of each trainee?
- 3.5 The BPC has a requirement that supervision of training cases continues up to the end of training or until the termination of the last training case. Please confirm that your training abides by this requirement.
- 3.6 What provisions are made for training your trainees in assessment and diagnosis over the duration of their course?
- 3.7 Set out in detail the full range of lectures, seminars and other requirements of the academic education of trainees.
- 3.8 Over what period of time does the academic training of trainees last?
- 3.9 What are your criteria and procedures for selection of training therapists / analysts?

- 3.10 What are your criteria and procedures for selection of those who supervise the individual cases of trainees?
- 3.11 What are the minimal qualifications required of
a) those who teach trainees in the Institution's academic course?
b) those who teach trainees in Clinical Courses?
- 3.12 Describe your Institution's method of monitoring a trainee's progress throughout the training. Please give details regarding the formal reviews of a trainee's progress, specifying what the reviews consist of, who carries them out, on what basis, when they occur and how the trainee is informed of the result.
- 3.13 Describe the procedure by which a trainee's clinical work with patients is assessed and examined and by whom, clarifying the criteria underlying the assessment of clinical work and describe how the trainee is informed of the result.
- 3.14 What written work is required of the trainees, and at what points? How is it assessed?
- 3.15 Do facilities exist to encourage and support trainees to conduct research and to publish their work?
- 3.16 Give an indication of the extent to which your training reflects the range of theoretical orientations in psychoanalytic psychotherapy / analysis from Freudian, Jungian, Kleinian and Independent or British school of thought. Please indicate any other significant influence.
- 3.17 Please describe the procedure leading to qualification. Specify which members of the Training Organization are responsible for collecting the information, what information needs to be submitted, who takes the decision. Clarify the procedure in case of disagreement.
- 3.18 Are trainees ever asked to resign from the course? Please specify the reasons why trainees may be asked to leave. Are there provisions in place to help a trainee deal emotionally with the psychological and professional loss?
- 3.19 When trainees decide to abandon the course, are you aware of their reasons?
- 3.20 What percentage of trainees are not granted qualification? On what grounds is a trainee prevented from gaining qualification?
- 3.21 Who is your external examiner? Please supply some information about their qualifications and experience.

4 .0 Professional Association

- 4.1 Describe the nature of the professional association of which your trainees have membership following qualification.
- 4.2 Specify how trainees upon qualification gain membership of the Association.
- 4.3 How many Members and Associate Members are registered in your Association? How many have joined who were not trained by your Training Institute? What criteria do you follow when you accept as Members those who have qualified elsewhere?
- 4.4 Specify and describe the professional and educational activities available in your Association in the following areas:
- seminars
 - conferences
 - meetings
 - publications
 - research
 - others
- 4.5 Describe the provisions made available by your Institution for Continuing Professional Development.
- 4.6 Is there a defined progression after qualification leading to training therapist / analyst status? Do you have specific requirements? If so please describe them.

5.0 Clinical

- 5.1 Please describe how your trainees find their cases.
- 5.2 If you have a Clinic, describe its structure.
- 5.3 What happens to patients who have applied at the Clinic but are not selected for treatment?
- 5.4 Who assumes responsibility for patients in treatment with trainees?
- 5.5 What are the links between your Clinic and the Community, the NHS, other Institutions, and are you planning to develop those links further?
- 5.6 What protocols do you have for treatment of NHS patients?
- 5.7 What, if any, problems are you encountering in the selection and treatment of patients by trainees?

6.0 Codes of Ethics

6.1 Please confirm that you adhere to BPC's centralized Code of Ethics and Complaints Procedures.

6.2 Please confirm that your members are aware of the BPC's ethics procedures, and how you inform them.

6.3 Describe the arrangements you have for carrying out any decisions or recommendations made following an investigation by the BPC Ethics Committee.