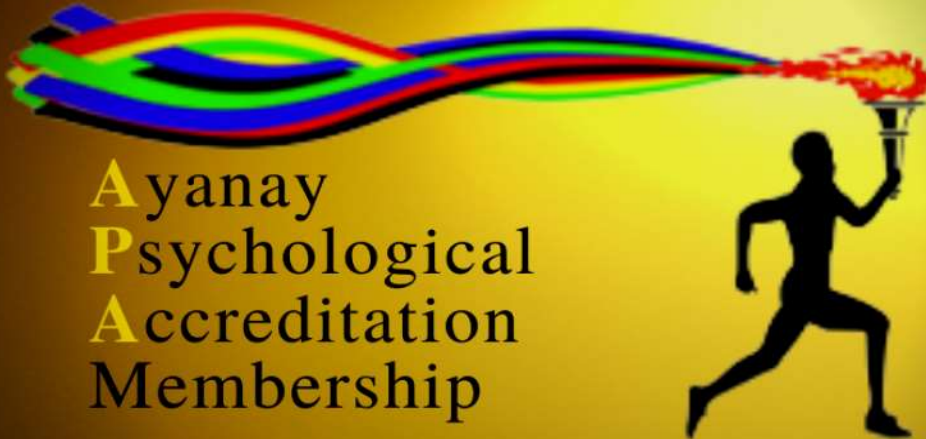


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APA Ethical and Professional Conduct Protocols

Supplemental 1: Training Providers

Ethical and Professional Conduct Protocols

Supplemental 1: Training Providers

At APA we support and encourage an active learning attitude towards Ethical and Professional Conduct. The focus points of this supplement are Educational Providers (EP), Placement Providers (PP), and Short Course Suppliers (SCS), collectively referred to here as Training Providers (TP).

While APA does not assert that students MUST affiliate to APA in order to study, we do assert that it is unethical to mandate a student to affiliate to a voluntary register of the Training Providers choice. Education in an unregulated area does not permit such mandating by an educational facility. Training providers that uphold such a criteria will not be eligible for APA endorsement.

Endorsing Training Providers is not taken lightly due to the importance of the Training Providers role.

Training Providers that meet APA's Ethical and Professional Conduct Protocols will be recognised in APA's Endorsed Learning Collection.

If in doubt on any question of Ethical and Professional Conduct, members should seek guidance from APA directly. This supplemental focus on Training Provider Activity does not override or supersede the Ethical and Professional Conduct Protocols already published by APA. Nor does this supplement refer to Social Media Activity.

All Training Providers should ensure the following protocols are in place and the details are openly available to students and perspective students:

- Secure recording protocols of all students personal, financial and study details.
- Confidentiality Agreements for all students.
- Ethical and Professional Conduct Protocols regarding Provider – Student interactions. (This should include reference to the TP's out of study contact policy)
- All course supervision requirements and protocols.
- Open, clear, accurate and independent advice on membership bodies and insurance requirements.
- Clear information regarding career development, active working requirements, based on each level of training available.
- A clear and open policy of promotion or advertising that forbids anything that can mislead or misrepresent the outcome of a course.

Education Providers

APA recognises the level of education and experience accepted as capable to work with clients in need of Psychological support is achieved when a student successfully completes a Certified course with a minimum of a Level 4 (four) diploma, in professional counselling, psychotherapy or training that:

Includes:

- At least 450 hours of tutor contact hours, as an integral part of the training, covering theory, skills, professional issues and triage work.
- Lasts at least two years (part-time) or one year (full-time).
- Includes a supervised placement of at least 100 hours.
- Personal Development / Therapy
- Requires an assessment of your competence at the end.

Education Providers that deliver programmes that meet these requirements and do so within the bounds of APA's Ethical and Professional Protocols will be entitled to be recognised in APA's Endorsed Learning Collection.

Placement Providers

APA believes in the vital importance of ethical and professional placements during the training process to become a qualified therapeutic practitioner. APA endorses Placement Providers that ensure maximum protection of students, safeguards for clients and the highest levels of placement oversight.

Placement Providers are responsible for completing due diligence that all Trainee Practitioners engaged in placements have active supervision and insurance in place throughout their engagement.

NO placement sessions, therapeutic or non-therapeutic contact should take place between a Trainee Practitioner and a client without prior placement management knowledge.

All Placement sessions must be tracked and recorded; Placement Providers must maintain regular oversight of the Trainee Practitioners Session Tracker.

See Session Tracker Template

Short Course Suppliers

In recent years there has been an influx of Short Courses providing personal development in the field of psychological and therapeutic awareness. It is essential for the integrity of the profession, that these courses are only ever promoted, presented, and undertaken as Personal Development Programmes. APA will not endorse any Short Course Supplier that misrepresents, misleads, or presents in a way that is ambiguous to the value of the course. No Short Course Programme entitles the student to practice Psychological Therapy on another person.

Due diligence should be in place to ensure that all students applying for training that would allow them to work with clients, have not already received legal sanction against such contact. (DBS / Disclosure Scotland checks) The Endorsed Learning Collection Training Providers wishing to be included in the APA Endorsed Learning Collection must ensure and maintain these protocols, alongside the wider Ethical and Professional Conduct Protocols already published by APA.

APA will conduct Remote Audits of all Training Providers included on the collection. Those that do not hold to the protocols outlined here, will be removed, and informed retrospectively. Those that wish to return to the collection will be required to show the protocols are in place and being applied in their daily functioning.

The APA Session Tracker should be signed / initialled by the client, to confirm topics raised and duration of each session.

Placements should not be concluded or recorded as complete, without the corresponding tracker recording validated hours, as required for the qualification to be complete.

Placement Session Tracker

Date of Session	Planned (P) Unplanned (U)	Topics Raised	Action	Duration	Signed
Notes:					
Date of Session	Planned (P) Unplanned (U)	Topics Raised	Advised Action	Duration	Signed
Notes:					
Date of Session	Planned (P) Unplanned (U)	Topics Raised	Advised Action	Duration	Signed
Notes:					

Collaboration Partners



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