



HYPNOTHERAPY PRACTITIONER DIPLOMA

INDIVIDUAL PORTFOLIO ROUTE CANDIDATE HANDBOOK

July 2012

Application through The CHPA
Dublin



Introduction

The National Council for Hypnotherapy – The NCH represents over 1800 hypnotherapy professionals within the United Kingdom and is committed to ensuring the highest possible professional standards amongst our members.

The NCH has worked steadily over the years towards the following goals

- To raise the standards of hypnotherapy in the UK in every possible way.
- To maintain a Common Code of Ethics and Practice & a Complaints & Disciplinary Procedure to deal with complaints from any source.
- To encourage high training standards and to move towards nationally recognised qualifications in hypnotherapy.
- To encourage links with other interested organisations and professions.
- To provide a professional and unequalled service to its members, the public, the media, and affiliates.
- To promote within the profession, the dissemination of information about hypnotherapy through its Journal, seminars and Conferences.

All NCH members must be suitably trained and subscribe to a strict code of ethics and standard of conduct, including continuing professional development and supervision. For more information on this visit the website at www.hypnotherapists.org.uk

What is the Hypnotherapy Practitioner Diploma? HPD

A qualification accredited by the NCFE, a national awarding body which aims to increase the knowledge and skills of people, just like you, working in hypnotherapy. This qualification has been based upon the National Occupational standards for Hypnotherapy published by Skills for Health.

There are two ways to attain the HPD. The 'Individual Portfolio' route that has been specifically designed for qualified and experienced hypnotherapists or those people who become 'Trainee Members' of the NCH and study for the HPD via an NCH accredited school. The details of the portfolio route are explained here.

Aims of the award

The aim of the Diploma is to provide a professional qualification in hypnotherapy. This can be evidenced through a formal, taught course via an NCH accredited school or by producing evidence from professional practice via the written portfolio route or by a planned professional discussion. This qualification enables you to evidence safe and ethical practice within the NCH requirements to enable you to work effectively with clients. This model also emphasises the need for supervision by a suitably qualified practitioner and the need for continuing professional development.

Structure of the award

The diploma is made up of a number of different **learning outcomes**. Each **outcome** describes the standards of a broad area of work in which a competent Hypnotherapist should be able to perform. It also includes subjects where a competent Hypnotherapist should have knowledge and understanding in order to competently practice.

Each outcome includes the following information:

- The **Standards of Performance** you must show
- The **Depth and Breadth** of the evidence you need to produce
- The **Knowledge and Understanding** you need.

To gain your HPD you will be expected to show competence in the stated learning outcomes. When you have successfully completed all of the outcomes needed, it will be assessed and verified. The awarding body will award the certificate once the internal verifier has confirmed the assessment decisions made by the assessor.

This is a Level 4 Award, equivalent to the first year of a degree; each question should have a minimum word content of 150.

This is a substantial piece of work that should be as minimum 15000 words

Who will be involved in the HPD?

Assessment for your HPD is carried out by a named assessor who will have been approved by the awarding body nominated and approved by NCH.

The people involved in your assessment are as follows:

The Candidate

That's you! You are the most important person of all. Your responsibilities as a candidate are to:

- Develop a personal assessment plan with dates for review and assessment with your assessor/tutor
- Collect the evidence which proves your competence against the standards
- Organise the evidence in a portfolio
- Present the evidence for assessment; this may include:
 - A written or electronic portfolio
 - Taking part in a planned professional discussion with your assessor
 - Being available to discuss your evidence with the internal and/or external verifier if requested.

Later in this guide we will explain how you can identify and collect evidence.

We will also explain what is meant by assessment and how you can prepare for being assessed in your daily work.

The Assessor

- Will help you to plan and organise your evidence
- Decides if your evidence is sufficient, authentic, valid and reliable

- Is responsible for making decisions about your evidence, giving you clear, good quality feedback and judging when you are competent
- Will have experience in your area of work and will be occupationally competent.
- Will themselves be competent to assess and maybe working towards an assessor qualification

The Internal Verifier

- Is responsible for maintaining the quality of assessment within the centre by checking the assessment decisions made by assessors.
- Will have experience in your area of work and be technically competent
- Will be competent to act as an internal verifier and maybe working towards the verifier qualification
- May decide to speak to candidates or assessors if appropriate.

NCH Training and Accreditation Officer

- Manages and quality assures learning providers and assessors to the required standard
- Advises and guides assessors on assessment practice
- May verify portfolios
- May decide to speak to candidates or assessors if appropriate.

The External Verifier

- Is appointed by the awarding body to ensure that all assessments carried out in your centre are fair, valid, and consistent and that your centre meets the required national standard.
- Will make regular visits to your centre to examine portfolios of evidence
- May decide to speak to candidates or assessors if appropriate.
- Makes regular reports to the awarding body on the assessment practice in your centre.
- Will themselves be competent to act as an external verifier

How will I be assessed?

Competence is the consistent demonstration of skill, knowledge and understanding, to the standard set out in each unit of the HPD.

Assessment of your competence will be based upon real or realistic work place situations. Achieving your HPD requires you to provide enough evidence to show that you can work to the standards contained within the qualification. Your assessor will make sure that you are clear about what you must do to meet these standards

Historical Evidence

You may have evidence from activities, which you have undertaken in the past, which relate to your HPD. This may be used as evidence provided that it is current and relevant to the standards; this is known as Accreditation of Prior Learning (APL).

Specially set tasks and simulation

You may be asked to carry out or record a particular activity, project or case study to demonstrate your competence. This will give you a realistic scenario that you may meet in your practice. You will be expected to demonstrate how you deal with this type of situation or client. This may include you demonstrating knowledge of how you would prevent harm to the client or demonstrate your knowledge of the code of ethics in how you respond to clients. **You must ensure that client confidentiality is maintained.**

Questioning

Your assessor may ask you questions to make sure you have the necessary knowledge and understanding to carry out your work activities to the national standard. Questioning may be oral, written or computer-based. Your answers will be recorded in your portfolio.

Referencing Sources

Any work which uses quotations or refers to other texts should be clearly referenced. Plagiarism is strictly forbidden by the NCH and NCFE. To aid in this Harvard referencing should be used whenever a direct quote or reference is used.

NCH POLICIES

Equal opportunities

The NCH is committed to achieving an environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. The NCH aims to encourage full contribution from the diverse community and actively opposes any forms of discrimination.

Candidates who require additional support to achieve their qualification due to a disability or medical condition (permanent or temporary) will be supported and any reasonable adjustments necessary will be made. The Training and Accreditation Officer or assessor will discuss this with individuals.

Appeals and complaints

All students have the right to appeal against an assessment decision if they believe that the decision is unfair or unreasonable. **This must be done within 28 days.**

Students should, in the first instance, discuss the decision, appeal or complaint with the assessor concerned. If the action breaches the code of Conduct and Ethics, the assessor's decision is final. If, however the issue remains unresolved then the learner will be encouraged to progress to the next stage.

The student can then discuss this issue with the internal verifier and /or Training and Accreditation Officer. **This must be done within 28 days of the original decision.** If the student is still not satisfied then the student has the **right to appeal to NCFE within 28 days of the second review.**

Complaints and Discipline.

All complaints associated with the course provision and training shall be subject to the complaints and discipline procedures of the NCH. Any incorporated bodies shall be recognised as legal individuals and be treated as such and as such will be amenable to those procedures, as if they were individual persons.

The NCH Complaints Procedure can be found at...

<http://www.hypnotherapists.org.uk/about-nch/complaints-disciplinary>

Data Protection

The NCH is registered under the Data Protection Act as are NCFE and both are committed to maintaining the highest standards when handling personal information.

Plagiarism Policy

Copying of materials from course manuals, books or the internet, etc., without referencing the source is not acceptable. Copying from fellow students is also not acceptable. You will be asked to rewrite such material or you may be asked to permanently leave the course. Full references are not required except where you use quotes from published material.

This is a practical, vocational area of study where your thoughts, practice and progress are important and the best way to demonstrate your competence and knowledge is to provide real life examples from your own experience.

APPLICATION PROCESS

You can apply to do the HPD via the portfolio route via the NCH website www.hypnotherapists.org.uk , or in Ireland, through The CHPA. When you have completed your application form you will be asked which route you prefer, with or without a tutor or via the professional discussion. You will then receive all the necessary paperwork and details of your allocated assessor.

HPD: Portfolio Criteria all routes

- Have formal training in hypnotherapy (supply relevant diploma(s)), **or** give evidence of having been in practice for a minimum of five years.
- Sign the HPD Declaration.
- Submit four 'Vignette' case studies of a minimum 800 words each. (The case histories are set out for you)
- Answer a series of questions that cover all Learning Outcomes
- Submit a recorded first session of at least 45 minutes (this can be a role-play, or full permission of the client must be obtained)
- Submit a 1000 word statement of personal and professional philosophy
- Sign a statement of commitment to CPD and supervision/peer support (as appropriate commensurate with level of experience).
- Submit a supervisor's report from a suitably qualified supervisor or trainer or HPD personal tutor.

Cost

In Rol €125.00 which includes the support of a personal tutor throughout the production of the portfolio, and the NCFE certification fee;

The professional discussion route will cost €185.00 taking into account the extra assessor time.

Assessment

There are eight elements (four 'Vignette' case studies), question and answer paper or recorded professional discussion, recorded client session, statement of personal & professional philosophy, supervision report). Each question needs to be sufficiently evidence to meet the Learning Outcomes and your assessor/tutor will guide you on this. All the Learning Outcomes need to be evidenced fully and cross referenced against the relevant section of the portfolio. The assessor will agree that your portfolio meets the required standard and then sends it to the internal verifier who samples it and claims for your certificate when it has met the standard. The certificate can take up to two weeks to arrive and is sent direct to you.

Professional Discussion route

This aims to provide hypnotherapy professionals with a time efficient way of gaining recognition of their skills and knowledge by undertaking a structured, planned discussion with a qualified assessor. This discussion is structured around the required outcomes of the HPD and aims to provide the same evidence as the written Diploma but in a different format. Assessment of outcomes will be carried out to the same rigorous standards as the portfolio and students choosing this route will have the same rights as those producing a paper portfolio.

The following is the process for a student to achieve their Diploma via this route

- The student contacts NCH and decides on the professional discussion route in conjunction with the Training and Accreditation Officer and is assigned to an assessor. The student receives a copy of the required standards and outcomes
- The assessor and student make contact via telephone and/or e-mail. Advice and support is provided by the assessor as to how to prepare for the discussion and the types of answer expected. A sample script is provided by the assessor to aid in the preparation
- The student informs the assessor that he/she is prepared and a mutually convenient time is arranged.

- The discussion takes place and is recorded. Verbal feedback is given by the assessor at the end.
- If there are any gaps in the evidence on checking or clarification is needed then steps 3 to 5 can be repeated
- The Assessor undertakes an in- depth check to confirm all evidence is present and of a sufficiently high standard. The evidence is copied on to disc and referenced accordingly

Checklist for Professional Discussion

ASSESSOR	Y/N	CANDIDATE
Is professional discussion is the appropriate method to use?		Do I know the issues I will be expected to discuss and how these relate to the outcomes?
Am I sure this candidate is ready to be assessed?		Do I know what knowledge and understanding I need to demonstrate and what examples of my practice I might need to bring with me to the discussion?
Have will this professional discussion will be used in combination with other evidence?		Do I have enough time to prepare?
Have I explained to the candidate that they take the lead and I will minimise asking questions?		Am I confident that I fully understand what is expected of me in a professional discussion?
Have we agreed an appropriate time and place to talk/meet and how to record it?		Have we agreed an appropriate time and place to meet and how to record it?