



MANCHESTER INSTITUTE FOR PSYCHOTHERAPY MIP INTERNAL PLACEMENTS - GUIDELINES

JANUARY 2023

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INTRODUCTION TO MANCHESTER INSTITUTE FOR PSYCHOTHERAPY - GUIDELINES FOR PLACEMENT USERS

This guide is a supplement to the Generic Placement Handbook.

Within this guide we have included salient points for placement users at MIP. It also includes important documentation such as the placement application form for trainees who wish to apply for a “placement” with the Manchester Institute.

The “placement” itself will include up to 4 clients - we can’t promise to get the clients simultaneously. However, you will start with at least one client and hopefully within six weeks you will have hopefully 2-4 clients.

The placements will take place at the Manchester Institute for Psychotherapy.

Placements are **100 hours** in totality, 50 minutes per hour.

It is important to note that if you take on a placement at the Manchester Institute for Psychotherapy you will be obliged to continue with your placement client for the allocated six months, even if you have achieved collectively the **100 placement hours** which MIP asks for graduation purposes.

(Again, it is important to note here that in practical terms clients do not always stay for the whole 6 months they are allocated).

The placement is a unique opportunity to experience an “apprentice” style of training whilst you are continuing your four year diploma in Integrative Transactional Analysis.

A vital part of this unique opportunity is to be able to not only gain valuable clinical hours, which is part of your training requirement, it is also an opportunity to give something back to the community, especially in the population that we serve in terms of low income.

MANCHESTER INSTITUTE FOR PSYCHOTHERAPY -

ROLE AS A PLACEMENT PROVIDER

In 2016, MIP officially became a “Placement Provider” and we turned the already established low cost clinic into the vehicle for the placements system.

This was necessary because as we became an organisational training organisation for UKCP they required trainees on our courses to do a “official placement experience”. This meant that we needed to fit into the UKCP guidelines on placement providers within psychotherapy training in the UK.

In the establishment of MIP becoming an official Placement Provider, we have put into operation a robust system which is outlined in this handbook as a supplementary guide to the main document.

A Placement Provider needs to provide a hierarchical system of containment, security, monitoring and safety for the new trainee.

A Placement Provider, to meet the above focus, will provide a list of recommended UKCP registered supervisors, and a monitoring and accountability process for the new trainee/psychotherapist.

Therefore, MIP as the Placement Provider will offer a structure and system for the new placement trainee to work within, grow and develop in their journey to be a Psychotherapist.

As part of MIP's contribution as a Placement Provider offering placements and work experience to psychotherapy trainees, we:

- Provide the assessment process – which means we assess the clients and pass them to the placement trainees through the client's needs and developmental focus.
- Provide end of placement reports to the training institute on the progress and developmental positioning of the trainee.
- MIP as a placement provider provides a safeguarding handbook as well as a MIP placement handbook and also safeguarding lead figures who will be on call if there are particular safeguarding current issues to deal with.
- MIP also provides administrative support in terms of the placing of the placement client and logistics of filing – room availability – and serving administrative documents etc.
- MIP also as a placement provider will provide the initial discussion with the placement trainee with regards to admin expectations etc. at the beginning of their placement.
- MIP also as a placement provider will recommend qualified supervisors.
- MIP in general as a placement provider will offer as much possible support in terms of practicalities to the placement trainee.

NECESSARY MEMBERSHIP WITH REGARDS TO APPLICATION FOR MIP PLACEMENTS

- * Membership of the Manchester Institute for Psychotherapy. {Trainees for the 4 years of the course will automatically have MIP membership}.
- * Membership of United Kingdom Council for Psychotherapy.

It is important that anyone working within the Manchester Institute Placement system is part of a professional body in terms of accountability, growth, and learning, as well as having access to the ethics and complaints procedures within our organisation.

We would expect anyone applying for a MIP Placement to be part of the above organisations to adhere to the above point of reference.

The Manchester Institute for Psychotherapy and United Kingdom Council of Psychotherapy do yearly membership schemes which run from October 1st to October 1st.

Cost varies. The Manchester Institute fee is £45 for membership and is included in the overall annual cost of training.

The United Kingdom Council for Psychotherapy student membership is at present “free” to the applicant and their clinical membership is at time of writing £165 pa.

It is important to note that all the organisations provide access to necessary committees for the trainee as well as psychotherapy magazines which are included in the membership price, and of course you will be part of a networking system within that organisation.

PLACEMENT HOURS

1. Your placement for graduation from MIP needs to be within a recognised provider and **100 clinical hours** collectively, though if you work from the Manchester Institute you will be obliged, and have a duty of care, to continue with the contractual obligations of your clients even if you have achieved the 100 hours above. This may mean that you do well over the minimum 100 hours stated by MIP for graduation purposes.
2. This will give you more clinical experience per se, and if you intend to go for UKCP accreditation you will need 450 hours in terms of clinical hours.
3. To record the clinical placement hours, you will need to keep a “log” of the hours that you have achieved and with the specific client. This would include dates of start and finish dates. This will be needed for evidence purposes.
4. If you don't do the placement at the Manchester Institute for Psychotherapy you would still need to produce an evidenced record of the clinical hours that you have accumulated which will need to be produced for graduation purposes from MIP.

PLACEMENT SUPERVISION

Supervision of your placement clients is imperative in terms of:

1. Your professional learnings and growth as a psychotherapist
2. To provide protection for both yourself and your client in terms of accountability, training and ethics
3. To provide a place for you to take your concerns, anxieties and learnings of the placement process with your various clients.
4. You will need to have evidenced at least 17 hours of supervision for your MIP graduation.
5. This evidence needs to be signed off by your relevant placement supervisor by a signature for each of the supervision hours or sessions. This will need to be produced at the end of your four years and needs to be updated on a yearly basis and eventually handed in by 30th April of the fourth year of training.
6. Placement Supervision needs to be with a UKCP accredited and registered supervisor.
7. You will need to inform the Placement Provider (MIP) the name of your supervisor.
8. The supervisor will need to sign any respective forms which are needed for MIP purposes.
9. The placement supervisor will need to inform the Placement Provider (MIP) if they have any concerns over the clinical progress and practice of the placement trainee.
10. The Placement Provider (MIP) will recommend relevant placement supervisors to the placement trainee at the beginning of their placement.
11. The placement trainee needs to see the placement supervisor at least one session before the placement actually begins.
12. The ratio for supervision is 1:6 in terms of clinical hours.
13. Supervision can be done through taking session notes and learnings to the supervisor with regards to the placements client.
14. Supervision may also be done through not only discussion of notes, treatment and diagnosis but also by evaluation of audio recordings that the placement trainee has recorded with their placement client.
15. Any audio recordings of the placement clients that the placement trainee takes to their placement supervisor must be signed off in terms of a bilateral agreement with the placement client and the placement trainee for permission of use.
16. It is imperative that the placement trainee keeps copies of the above documentation for further evidence if need be.
17. It is imperative that the placement trainee keeps copies of the above documentation for further evidence if need be.
18. Your placement supervision may be by individual placement supervision or can be undertaken in a placement supervision group.
19. In terms of counting hours for MIP purposes and UKCP purposes, vicarious supervision hours **will** count. In other words, if you are in a three hour group you will be able to count the three hours for supervision purposes and that needs to be evidenced by the placement supervisor's signature.

20. The placement trainee must in all circumstances let their placement supervisor know as soon as is possible any safeguarding issues that have occurred within their placement sessions. It is imperative that they don't wait to report the safeguarding issues to their supervisor at the next supervision session as this could be at least four weeks.
21. Again, it is imperative that the placement trainee has negotiated with their placement supervisor that they can either by email or text let the supervisor know of any concerns or anxieties at a clinical level that they feel can't wait for their next supervision session - it is important to keep the placement supervisor aware of any clinical concerns.

ASSESSMENT FOR FITNESS TO PRACTICE POLICY (Psychotherapy field)

Rationale

In order for trainees to start seeing clients on their placements, or to begin to see clients in any other setting, they will need to have completed successfully their Clinical Endorsement Evaluation and be endorsed by the Manchester Institute for Psychotherapy to begin clinical practice under supervision.

Procedure

All students will begin their clinical competency assessment process in the seventh module of the first year on the four year training programme, and they will be evaluated with regards to their endorsement certificate in the December module of the second year.

At the end of the student's "100 hour clinical placement", the student's Supervisor will need to sign off the individual's Fitness to Practice form in order for the student to be able to begin their clinical practice at a private level. A copy of this form needs to be sent to the training organisation (MIP) for administrative purposes.

Before the student starts their "100 hour clinical placement" the student has to evidence the following criteria:

- * Students will need to have passed all the assignments of the first year of the four year course.
- * Secondly, they will need to have successfully completed the clinical endorsement process.
- * Thirdly, that they have an understanding of what it means to be ethical and of the MIP/UKCP Code of Ethics.
- * Fourthly, to have demonstrated through assignments, and an understanding and appreciation of transactional analysis, and through observed work including triad work, the ability to apply it to self and to others.
- * Ability to demonstrate personal qualities that are essential for therapists, e.g. rigour, self-awareness, the capacity for self-reflection and commitment to the process of training, to the placement, and to the transactional analysis philosophy of okayness (clinical endorsement to practice).

Clinical Reviews:

1. Mid Term Review - the student's Supervisor will need to fill in the Mid Term Review (see Placement Handbook). A copy needs to be sent to the training organisation (MIP) and a copy kept by the student as well as their supervisor. This review needs to include the "**Growing Edges**", if any, for the student to successfully have

completed by their end of placement so that the Supervisor can sign them off with regards to MIP's "Fitness to Practice Policy".

2. End of Term Review - the End of Term Review is to be completed by the student's Supervisor at the end of their placements. A copy of this needs to be sent to the training organisation (MIP), the student needs to keep a copy as well as the Supervisor.
3. Fitness to Practice - the Supervisor needs to sign off or not the student's successful adherence to the MIP's Fitness to Practice form. This form needs to be sent to the training organisation(MIP), the student keeps a copy as well as the Supervisor.

If the student is deferred at this stage then they will need to complete another placement before they can start working in a private clinical setting. For a student to be able to start seeing clients privately they will need the Fitness to Practice form to be signed off by their respective Supervisor.

This policy is regularly reviewed every 18 months and updated a minimum of every 36 months

Last revised August 2022

MID TERM REVIEWS AND END OF TERM REVIEWS

The reviews are necessary in terms of:

1. The placement trainee's learnings, training, feedback and ethics.
2. The Placement Providers summary of the placement trainee's progress in terms of viability of placements progress and competencies.
3. In terms of protection, accountability and placement trainee's effectiveness.
4. A full version of the Mid Term Review/End of Term Review document is to be found in the appendices to this handbook. Any questions with regards to this please contact the Placement Co-ordinator or the training organisation.
5. The reviews needs to be filled in, signed and handed in to the Trainer when 50 hours of clinical practice on a collective basis is fulfilled. There then needs to be a feedback process undertaken by the training organisation (trainer) and the placement trainee with regards to the placement trainee's progress within their placement.
6. This can be done either within a training weekend or by skype or email etc.
7. These reviews will be filed throughout the two years of placement and will also be used in terms of monitoring and evaluation of progress.
8. They are an essential part of the placement process and are one of the ways the training organisation and the Placement Provider are able to provide a monitoring and learning process so it is imperative that these reviews are kept up to date and are used as a way of bilateral learning.

PLACEMENT PROVIDER (MIP) LOGISTICS AND ADMINISTRATION

1. The Placement Provider (MIP) will aim to provide at least four clients to the placement trainee.
2. In order to do this the Placement Provider administration and filing system is of high importance.
 - * MIP as the Placement Provider will provide an admin file for each of your placement clients. In this file will be Grounds Rule for Therapy, Client Contact details form, a Recording Contract form and a Three-Way Contract form for you to fill out with your client.
 - * MIP provides a Placement Record Book where each placement trainee will record in the respective log after each session with their placement client, and this will include the Placement Trainee's name, Placement Client's Name, the Date of the Placement Session and the fee paid.
 - * The above administrative documentation and record book will be found in the Placement filing cabinet which is in the Placement Provider's (MIP) administrative office.
 - * The admin file referenced above is not for keeping of placement clients notes or theoretical underpinnings, it is simply to store the documentation stated above.
 - * The placement trainee is expected to have their own personal file for professional learnings with regards to each client which will help them in their trainings, theoretical discussions and competencies.
 - * It is expected that the placement trainee will keep their personal files of their clients in a secure place within their own domestic setting. They will need to take some of their notes and learnings to their placement supervisor in terms of professional growth and feedback.
 - * Each placement client which is allocated to the placement trainee will pay £15 for their 50 minutes session. This will be evidenced in the Placement Record Book and the fee will be left in the placement provider's cash box. Please note that the placement client's fee needs to be paid by cash or cheque as the trainee will have no access to a customer card payment system.
 - * If for any reason the client is unable to attend on time the session will be forfeited. The placement trainee is not permitted to reschedule without authorisation from the organisation.

- * It is the placement trainee's responsibility to take the monies from the placement client and leave it in the cash box for MIP's admin.
- * If the placement client forgets to pay, or does not pay for their session they will need to pay next time they come and the placement trainee needs to inform the MIP office that this has been the case and make a note in the Placement Record Book.

Please note that the fee is £15 for the 50 minutes session irrespective of whether the placement client only stays for 49 minutes or 5 minutes.

It is the responsibility of the placement trainee to keep to the 50 minutes boundaries and not to go over time in any circumstances.

CLIENT CANCELLATION

- * If the client cancels their session they will need to tell MIP (either by email or telephone 0161-862 9456) or the placement trainee at least 24 hours before cancellation.
- * If they do this then there will be no charge. Otherwise, they will be expected to pay double at the next session.
- * If the placement client cancels it is imperative that the placement trainee informs the Placement Provider (MIP) of this case in order that MIP is being kept abreast of cancellations and missed appointments.
- * If the client misses more than three sessions they will lose their placement and it will be handed to the next person on the placement list unless it has been negotiated and agreed by the placement trainee. It is the duty of the placement trainee to inform the organisation MIP of any cancellations and missed appointments by the client.

The above is of utmost importance as there is a long waiting list for placements.

PLACEMENT CLIENTS WHO DNA OR/AND LEAVE THE THERAPEUTIC CONTRACTUAL PLACEMENT BEFORE THEIR ALLOCATED TIME

Placement clients are offered a six months placement at MIP. Placement students will be offered in their placement journey three to four placement clients.

The placement trainee will review the contract with the client after five months with the intent of termination after six months. If need be after negotiation with the placement client and MIP, we may offer between five and ten extra sessions.

Regarding placement clients who DNA or/and leave the therapeutic contractual placement before their allocated time, whether it be in the initial stages of the placement or mid-way through their placement, there will still need to be an account of the work the placement trainee undertook in the placement process.

This will take the form of short or long reports.

If the placement client leaves the therapeutic placement within the first six sessions of commencing the placement the placement trainee will need to provide a short report no longer than 500 words to the placement provider (MIP).

If the placement client leaves after six sessions the placement trainee will need to provide a longer report of no more than 1,000 words to the placement provider (MIP).

On a final note it is imperative that the placement trainee informs the placement provider's office/admin that the respective client has DNAd, whether it be in the first five session period or at a later date.

PLACEMENT ROOMS

Rooms at MIP are at a premium as there are over 21 therapists working from MIP in some capacity whether it be one hour, one day, two days, three days or even a week.

Some rooms have been kept free at MIP for the placements system. This can only be maintained if the following framework is adhered to.

1. The placement therapist keeps to their allocated room which is given to them at the time of commencement of their clinical placement. IE you will be given a placement at a designated hour (50 minutes) and you will be expected to keep to that hour in all circumstances. If there is to be a change, this HAS to be first of all negotiated with MIP administration for three reasons - (a) lack of rooms, (b) we need to know where the placement trainee and placement client's clinical placement is taking place, and (c) in terms of continuity, containment and structure.
2. In terms of placement rooms and venue, all placement work takes place at the Manchester Institute in the designated room at the hour you are given.
3. In terms of keys, if you are seeing your placement after 5.00 pm you will be given a key from MIP Admin. There will be a £25 deposit for the key which will be given back at the end of the placement.
4. It is imperative that all placement trainees keep to the time/hour designated for them with regards to their placement. As said above, this cannot be changed unless there are extreme circumstances which will need to be negotiated with all parties.

ILLNESSES AND ABSENCES

It is important to note that all placement trainees working from MIP premises undertaking their placement journey need to inform the Placement Provider (MIP) if they are not able to attend for their placements.

It is also important that the placement trainees inform the placement provider if the placement clients are not coming due to illness or perceived absence.

The above is imperative in terms of keeping check of clients' absence, illness and continuity. Also, it is important for the admin staff at MIP to keep track of who is working in what room.

Rooms are of a premium and moving rooms for any circumstances becomes a logistical difficulty.

WORKING WITH PLACEMENT PROVIDER CLIENTS AFTER COMPLETION OF PLACEMENTS AND CLIENT AFTER-CARE

- * It is important the placement provider to recognise that their placement with their client ends at the allocated contracted period.
- * Therefore, the placement provider client will need to terminate at the end of the contract and this needs to be factored in and recognised by the placement trainee and the necessary adjustment and time for a considered ending needs to take place.
- * If the placement trainee decides to take on the placement client once they have started up their private practice, it is important to consider at least having a six months break **after graduation** from the end of the placement to taking the placement client privately. This is to make sure that any transference is dissipated. Also, it is important to take this to supervision to discuss as once you take on the placement client privately, a new contract will need to be established between the therapist and the client.
- * If the placement client decides to continue their therapy process after the placement finishes, a new contract will need to be formed with whichever private therapist they continue to work with, whether it be at MIP or elsewhere. If they wish to continue at MIP they will need to go into the MIP Assessment Procedure to be allocated a psychotherapist from MIP at the usual rate of the therapists at MIP, at the time of writing £45 to £65. The bottom end is £40. No therapists at MIP work under £40, though in some circumstances a reduced rate may be able to be negotiated.
- * If the client needs to continue in therapy post placement, they can refer themselves back to MIP for a further assessment as above.

GUIDELINES FOR STUDENTS WHO INTEND TO BEGIN THEIR PRIVATE CLINICAL PRACTICE ON COMPLETION OF THEIR 100 HOURS PLACEMENT

1. The student must ensure that they have completed their 100 hours clinical placement and that they have completed the necessary paperwork , ie written the necessary reports concerning the placement.
2. The student must ensure that their placement supervisor has completed the necessary report with regards to the student's placement and sent it into MIP.
3. The student's Supervisor needs to endorse the student with regards to their readiness and competency to begin seeing private clients.
4. In respect of this, the student's Supervisor will need to fill in the MIP paperwork with effect to the above.
5. The student's Supervisor also needs to indicate that they will continue being the student's Supervisor and support them in beginning their private practice.
6. The student needs to inform the trainer and MIP of the above.
7. Students must ensure that in all their advertising when starting up as a private clinician that they state they are in Advanced Training in Psychotherapy in the cause of transparency and authenticity.
8. Please note that students can't take previous placement clients into their new private practice until after graduation.

Manchester Institute for Psychotherapy

Ground Rules for Therapy

No drinking of alcohol.

No taking of non-prescribed drugs 24 hours before sessions.

No violence to self or others.

Respect the fixtures and fittings in the room no breakages unless paid for prior to breaking.

No eating.

No smoking.

Mobile phone should be switched off.

Clients should endeavour to arrive on time, if they are more than 10 minutes late and have not informed the office at MIP or their therapist, the therapist will assume the session is cancelled and the fee will be still due for the session.

If the client cancels their session they should tell their therapist as soon as possible. If they do this at least 24 hours before cancellation there will be no charge. Otherwise the client will be expected to pay for the missed session.

Some or all sessions will be audio recorded.

If a client is absent for more than 2 weeks without informing MIP then the placement will be terminated.

- *Continued Regular Attendance, or your place will be reallocated.*
- *Payment to be made weekly*
- *Therapy contract will be terminated if clients are in danger of harming themselves, putting others at risk.*

Three Way Contract at the Manchester Institute of Psychotherapy For The Low Cost Clinic

This is a Three Way Contract for therapy between the client, the trainee in advanced psychotherapy training (known as the student) and the Manchester Institute of Psychotherapy (MIP)

MIP will:

Initially have the written confirmation of the student's tutor that the student is competent to practice.
Ensure the student is in regular supervision, will monitor and evaluate the student's clinical practice.
Advise the client if there are grounds for discontinuing the placement, eg. If the student leaves the training.
Provide a suitable venue.
Provide a secure filing system.
Provide a minimum of one and no more than three clients for the maximum of one year.

The Student will:

Attend MIP training; remain in regular therapy and supervision.
Attend meetings that are pertinent to the Low Cost Therapy Clinic.
The student will ensure that they practice and abide to the MIP's Codes of Ethics and Professional Practice.
The student is responsible for completing the client information form and filing notes on sessions.
Report to MIP and their supervisor any issues that may impact upon their ability to practice.

The Client will:

Inform MIP if their financial circumstances change.
Pay the appropriate fee to MIP weekly.
Inform MIP if they are unable to attend the session.
The fee is payable if less than 24 hours notice is given to MIP or the /therapist.
Attend therapy sessions for a period of a 6 months block.
At the end of the work a final session to be attended and paid for to ensure an appropriate and mutually satisfactory ending is made.
One session to be held weekly over the 6 months period.
The client cannot see the student at any other practice except MIP.
Recordings/Questionnaires completed maybe used for supervision/research purposes and my identity will not be disclosed at any time.

Course Tutor..... on behalf of MIP I believe that
is competent to practice
Signature.....
Date

Client I,have read and understood the contract

Signature Date

Student, I,have read and understand the contract, I will abide by the MIP Code of Ethics and Practice and the practice of MIP Low Cost Therapy Clinic

Signature Date

It is the responsibility of the student to get this contract signed by each party, then for it to be photocopied, and one copy for MIP (to be kept in client file) and another for the client to be given within 4 weeks. At any time I understand my supervisor may check the files to ensure these and other paperwork are complete.

AUDIO RECORDING CONTRACT

I, have been asked to give my consent for audio recordings of my sessions with to be recorded.

I understand that it is ordinary for students to record sessions and this is necessary for reflective practice, supervision, research practice and examinations.

I understand that I can withdraw my consent at any time and I have been assured that if this is my choice, this will not impact upon the therapy.

I have the choice to ask for all previous recordings to be erased at any time, the exception being if it is one calendar month before an examination. However, the recording will be erased immediately after the completion of the examination.

The audio recordings will only be used for clinical supervision, research or examination purposes. They will not be heard by anyone who is not bound by a professional code of ethics and confidentiality.

I understand that identifying information, such as my name, names of others, places and other details will be changed to protect me.

I understand that the student will be responsible for the safety of the audio recordings, keeping them safe and secure. This includes the use of passwords if the recordings are kept on a memory stick, PC or laptop and registered with the ICO.

I understand that the audio recordings will be erased when the student has completed their training at the very latest.

I confirm that I have not been put under any pressure to consent to recording.

I give my consent to the recording of my sessions.

Student's Name Date

Signature

Client's Name Date

Signature

Two photocopies of this contract are to be made by the student, one for the client and the second for the student's record. The original is to be filed at MIP.

PSYCHOTHERAPY AND COUNSELLING - CLIENT CONTACT DETAILS

THERAPIST'S NAME :

DATE :

Name:	
Address :	
Date of Birth	
Telephone No. Home	
Telephone No. Mobile	
Occupation	
Marital Status :	
Children ? Age Sex	
Doctors Name	
Doctors Address :	
Doctors Telephone Number	

continued over

CLIENT CONTACT DETAILS CONTINUED

Any past or present physical complaints? Treatment?	
Any past or present psychiatric complaints? Treatment?	
Any family history of psychiatric complaints? Treatment?	
Any past or present counselling or therapy?	
Any serious accidents?	
In trouble with the police?	
Regular exercise?	
Prescribed medication?	
Do you take (have you ever taken) Non-prescribed drugs?	
Alcohol - units per week ? When ? Smoke - number per day ? Caffeine intake ?	
How much do you know about TA?	
Summary of presenting issues :	

MANCHESTER INSTITUTE FOR PSYCHOTHERAPY

PLACEMENT APPLICATION FORM

Date of Completion of Form

Manchester Institute of Psychotherapy is committed to the safeguarding of adults, children, young people.

All candidates will be required to go through a DBS check prior to seeing placement clients. MIP will help you with this. It takes approximately 3 weeks. Details on our website at

<https://mcpt.co.uk/category/disclosure-barring-system-dbs/>

Please note: successful applicants will need to be responsible for managing their own supervision with regards to their placements.

DO NOT SEND CVs OR COVERING LETTERS.

ONLY THIS DOCUMENT IS USED TO ASSESS EACH APPLICANT

Please ensure you answer ALL the questions and complete the form in black ink or typescript

PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

SURNAME..... OTHER NAMES

ADDRESS.....

.....POSTCODE

TELEPHONE Daytime Evening.....

Email Mobile

QUALIFICATIONS AND TRAINING

Please include all relevant qualifications obtained and other courses attended, both past and present. Please start with the most recent first.

Course/Qualification	Establishment	Date

Continue on next page if necessary.

Course/Qualification	Establishment	Date

PRESENT AND PREVIOUS OCCUPATIONS

Start with your current/most recent role, give brief reasons for leaving your most recent job, and explain any significant gaps in your work history. Remember to include both paid and relevant voluntary roles. Please also include any counselling placements you have had, together with your reasons for leaving.

Organisation & Full Postal Address	Role & Reason for Leaving	Dates

EXPERIENCE AND SKILLS

Please provide evidence of your experience and skills and what you will bring to the role of volunteer psychotherapist. Please refer to the enclosed Job Description. You can use your experience from any paid or voluntary role. *Please use a separate piece of paper if necessary.*

REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of some aspects of the work which you may in due course undertake on behalf of the Manchester Institute for Psychotherapy, this position is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and, in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work within the Manchester Institute for Psychotherapy.

Have you ever been convicted of a criminal offence, or are at present the subject of criminal charges?

YES / NO

If YES, Please give details below:

Signature: Date:

NB If applying online, you will need to sign here if you are invited to interview

I confirm that to the best of my knowledge the information given in this application is correct and true.

Signed Date:

NB If applying online, you will need to sign here if you are invited to interview

Please EMAIL your completed application form to: bob@mcpt.co.uk

OR BY POST TO:

Manchester Institute for Psychotherapy, 454 Barlow Moor Road, Chorlton-cum-Hardy, Manchester, M21 0BQ.

Important: Please complete the equality & diversity monitoring form and your availability and return them with this application (see pages 5, 6 and 8)

VOLUNTEER PSYCHOTHERAPIST

JOB DESCRIPTION

This section is to let you know what is expected of you on your Student Placement at the Manchester Institute for Psychotherapy (MIP).

1. Offer sessions (2-3 per week). Sessions are 50 minutes.
2. Be available at a regular time each week to provide psychotherapy.
3. Complete all relevant paperwork promptly (assessment, ongoing and ending paperwork).
4. Attend monthly individual supervision. Only in exceptional circumstances will you be able to miss these appointments. It is the responsibility of yourself to get individual supervision.
5. Keep appropriate psychotherapy boundaries with all client work.
6. Adhere to the UKCP – MIP Ethical Framework for Good Practice in all aspects of your psychotherapy for MIP.
7. Be aware of health and safety issues and inform the office staff of any hazards.
8. Know what to do in the event of a fire or other emergency evacuation at MIP.
9. Report any incidents to the office at MIP so that it can be documented in the incident book.
10. Complete all necessary client/student paperwork as required by MIP.
11. Report any safeguarding issues to the office or to the Safeguarding Leads which are Bob Cooke and Stephanie Cooke. Please do not wait for supervision to do to this.

The Manchester Institute For Psychotherapy

454 Barlow Moor Road Chorlton, Manchester. M21 0BQ
Tel: 0161 862 9456 • www.mcpt.co.uk • Email: bob@mcpt.co.uk

Bob Cooke BA T.S.T.A. Principal Director

Applicants - Please indicate below which day(s) of the week you will be able to do placements and the time(s) you are available. For logistical reasons please give as many options as possible so that we can accommodate you as far as possible. Please give a broad timeframe (eg 9.00 am to 2.00 pm) rather than 9.00-10.00.

You will be able to start at 9.00 am and go up into the evening until 8.00 pm.

Please note that the time allocated to you by MIP will be the same time that we keep you to for the duration of your placement.

First Preference:

Second Preference:

Third Preference:

MANCHESTER INSTITUTE FOR PSYCHOTHERAPY

EQUALITY AND DIVERSITY MONITORING FORM

The Manchester Institute for Psychotherapy wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential.

Please return the completed form in the envelope marked 'Strictly confidential' to the Manchester Institute for Psychotherapy, 454 Barlow Moor Road, Chorlton, Manchester M21 0BQ.

Gender Male includes: trans male ☐ Female includes: trans female ☐ Non-binary ☐

☐ Prefer not to say ☐

If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes ☐ No ☐ ☐ Prefer not to say ☐

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐

45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐

Prefer not to say ☐

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐

British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐

Prefer not to say ☐ Any other mixed background, please write in:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

Other ethnic groupArab ☐Prefer not to say ☐

Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?Yes ☐ Please specifyNo ☐Prefer not to say ☐

What is your sexual orientation?Heterosexual ☐ Gay woman/lesbian ☐ Gay man ☐Bisexual ☐Prefer not to say ☐ Questioning unsure ☐ Asexual ☐Pan sexual ☐ Queer ☐

If you prefer to use your own term, please specify here

What is your religion or belief?No religion or belief ☐Buddhist ☐Christian ☐Hindu ☐ Jewish ☐Muslim ☐Sikh ☐Prefer not to say ☐

If other religion or belief, please write in:

.....

What is your current working pattern?Full-time ☐Part-time ☐Prefer not to say ☐

What is your flexible working arrangement?None ☐Flexi-time ☐Staggered hours ☐Term-time hours ☐Annualised hours ☐Job-share ☐Flexible shifts ☐Compressed hours ☐Homeworking ☐ Prefer not to say ☐ If other, please write in:.....

Do you have caring responsibilities? If yes, please tick all that applyNone ☐Primary carer of a child or minor dependant ☐Primary carer of partner marriage, civil or other ☐Primary carer of disabled adult (18 and over) ☐Primary carer of elder person or parent ☐Secondary carer (another person carries out the main caring role) ☐Primary care of sibling ☐Prefer not to say ☐

EXAMPLE OF PROFESSIONAL LOG

MONTH & YEAR	LOCATION OF PRACTICE HOURS	NUMBER OF PRACTICE HOURS	DATE OF SUPERVISION & HOURS	SUPERVISOR'S SIGNATURE

MID TERM REVIEW / END OF PLACEMENT REVIEW

(*delete as appropriate)

Date of report

Supervisor

The trainee has been in group/individual supervision for months

Of the possible..... groups/sessions have been attended

(Reasons for non attendance and notification)

--

Number of clinical practice hours at placement

Please comment on the student's ability to:

Establish a therapeutic alliance

--

Assess the client's suitability

--

Date of report

Supervisor.....

The Trainee

Work with the therapeutic relationship

Critically reflect on the therapeutic process and on his/her own functioning

Make effective use of the supervision group

Ability to identify, clarify and assess clinical issues

Date of report Trainee
Supervisor

Ability to self monitor

Demonstrate an ethical understanding to support their practice

Demonstrate a capacity for autonomy in their practice

Work pro-actively and co-operatively to formulate solutions to ethical issues

The trainee identified 'growing edge' was:

Please note that if these growing edges are not attended to effectively by the End of Term Review then the Supervisor may not recommend that you have successfully passed the MIP Fitness to Practice policy.

In their practice they have worked in this area (assessment and example)

--

Signature of Supervisor..... Date.....

Signature of TraineeDate

Signature of Year Tutor..... Date

When completed and discussed with the student, the trainee will make two copies, MIP files to hold one, Supervisor/Placement Provider holds the second, then student the other.

FITNESS TO PRACTICE FORM

Name of Organisation:	
Name of Student:	
Name of Supervisor	
Date of Assessment	

Criteria	Met	Not Yet Met - Please Give Feedback as Necessary
The ability to build a rapport with another person.		
The ability to develop a relationship of trust with another person.		
The ability to be open and transparent within the therapeutic relationship		
The ability to show warmth, compassion and understanding for another human being.		
Commitment to anti-discriminatory practice, valuing issues of difference and diversity.		
An understanding of the extent and limitations of confidentiality; an awareness of boundary issues and effective use of supervision.		
Membership of a professional psychotherapy organisation, e.g. UKCP, BACP, and abide by their code of ethics and professional practice requirements.		
Commitment to continuing training		

Satisfactory Yes/No

Defer

Yes/No

If the student is given a Defer this means that the Supervisor is not prepared to support the student being able to start up private practice. This means in essence they will need to start up another placement to gain the necessary skills in order to be successfully signed off by the Supervisor.

Supervisor's Signature: Date:

A Copy of this form needs to be sent to the training organisation (MIP) and a copy needs to be kept by Supervisor and Student alike.