**UKCP Registrant Sample Audit 2023**

**Audit Submission Form and Guidance Notes**

The *UKCP Registrant Sample Audit* is one way in which we maintain the integrity of our register and the high standards of UKCP regulation. We have been conducting an annual audit of our register since the audit policy was approved by our Governing Board (now our Board of Trustees) and the AGM in 2000.

1. The Process

Each year we select at random a 3% sample of our registrants to be audited. If you are selected for audit, you will receive an email (or letter if we don’t hold a current email address) telling you that you have been selected, along with this audit submission form.

This document sets out what is required for the ‘audit period’ of **January 2022 to December 2022**. You will find details of what is required for submission in sections 3 and 4 below. You must email your information to our Regulation Team by the deadline date given on the covering email or letter.

Our Team will examine your documents and may write to you if further information or clarification is needed.

Please note the *UKCP Registrant Sample Audit* is a centralised process and is independent from organisational member or college processes. Because it is a separate process to the CPD checks or 5-yearly reaccreditation processes conducted by organisational members (or the college in the case of direct members), we won’t have seen your audit submission documents previously.

1. How to return your completed audit and supporting evidence

Please send your submission and all supporting evidence via email. This creates a greener audit as well as reduces the cost of postage for both registrants and the UKCP office.

* **Step 1:** Please supply all information requested in Section 3 of this Audit Submission Form, and submit supporting evidence where requested.
* **Step 2:** Please attach your evidence and documents to an email titled *‘Your Name – Audit 2023’* and send these to the Team via email to **audit@ukcp.org.uk**
* **Step 3:** If it is necessary to send your documents via more than one email, please ensure that it is marked clearly – for example *‘Your Name – Audit 2023, 1 of 2’* or *‘Your Name – Audit 2023, 2 of 2’*.

Postal submissions are normally only accepted under extenuating circumstances. If you send your submission by post, we advise using registered post with appropriate insurance to ensure safe arrival. We politely request that you provide a pre-paid registered post envelope for us to return your original documents. UKCP cannot accept any responsibility for loss or damage to original documents if posted.

1. Your Audit Submission Form
	1. *Personal Information and Client Groups*

|  |  |
| --- | --- |
| **Your name:** |  |
| **Membership number:** |  |
| **Which UKCP organisational member and/or UKCP college do you belong to:** |  |
| **Which of the following client groups did you work with in 2022:** (please delete as appropriate**)** | **Individuals:** Yes/No**Groups:** Yes/No**Couples:** Yes/No**Families:** Yes/No**Children (Under 18):** Yes/No |

**Supporting evidence:** If you are a child psychotherapist or a family and systemic psychotherapist, please be sure to include the appropriate additional evidence with your audit submission – for example, specific training or qualification documents, accreditation documents, CPD evidence, supervision, or etc.

* 1. *Clinical Hours during the audit period*

Please confirm whether you are currently in clinical practice, and what your clinical hours were between **January 2022 and December 2022**.

Please ensure that the information you provide is made in full awareness of the CPD Policy of your OM, college and UKCP concerning the requirements for minimum clinical hours.

|  |  |
| --- | --- |
| **Are you currently in clinical practice:** | Yes / No |
| **Total number of ‘client hours’ in 2022:** | **Private Practice (annual):** |  |
| **Practice through employer (annual):** |  |
| **Total number of hours providing supervision to others in 2022:** (i.e. supervision that you provided, not supervision that you received) |  |

If you are not currently in clinical practice, please contact the Regulation Team to discuss your audit submission at 0207 014 9955 or audit@ukcp.org.uk

* 1. *Supervision during the audit period*

Please list all supervision received between **January 2022 and December 2022**. Ensure that the information you provide demonstrates that you are meeting the supervision requirements of your OM, college and UKCP.

UKCP registrants often engage in more than one type of supervision (one to one, group, peer, etc.). We have provided space for you to list up to three types of supervision below, please supply any further details separately.

|  |
| --- |
| **Supervision 1** |
| **Type of supervision:** |  |
| **Supervisors name, modality and contact details:** |  |
| **Frequency of supervision sessions:** |  |
| **Length of supervision sessions:** |  |
| **Is this supervisor a UKCP member, and approved by a UKCP organisation or college?** |  |

|  |
| --- |
| **Supervision 2** |
| **Type of supervision:** |  |
| **Supervisors name, modality and contact details:** |  |
| **Frequency of supervision sessions:** |  |
| **Length of supervision sessions:** |  |
| **Is this supervisor a UKCP member, and approved by a UKCP organisation or college?** |  |

|  |
| --- |
| **Supervision 3** |
| **Type of supervision:** |  |
| **Supervisors name, modality and contact details:** |  |
| **Frequency of supervision sessions:** |  |
| **Length of supervision sessions:** |  |
| **Is this supervisor a UKCP member, and approved by a UKCP organisation or college?** |  |

**Supporting evidence:** Please also provide supporting evidence for the supervision you have listed above. Examples could include supervisor's reports, supervision logs or an emailed statement from your supervisor.

* 1. *Continuing Professional Development (CPD) during the audit period*

Please detail the CPD you undertook within the audit period of **January 2022 to December 2022,** by completing the CPD log below.

If you have undertaken a re-accreditation or CPD review process recently you may use the form in which you presented the evidence of your CPD to your college or OM, as long as the evidence submitted still covers the full audit period specified above.

The UKCP CPD Policy recommends a minimum of 20 hours CPD per year, and a minimum of 250 hours over a 5 year period.

|  |
| --- |
| **CPD Log: Please complete and return with your submission** |
| **Date:** | **Type of CPD: (examples include)*** Committees
* Conferences
* Courses
* Publishing
* Reading
* Research
* Seminars
* Teaching
* Workshops
 | **Title/ description:** | **CPD hours:** | **Evidence Submitted?**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total CPD Hours** |  |  |  |  |

**Supporting evidence:** You are required to submit evidence of your CPD. Where possible, please also supply supporting documents, statements, certificates, emails or other evidence of CPD. We accept that you may not be able to evidence all of your CPD.

**Please add additional lines or pages to the above log if you need to, and supply as much supporting evidence (as possible) with your submission.**

* 1. *Certificates of qualification as a Psychotherapist or Psychotherapeutic Counsellor*

Please submit scanned copies of all relevant qualifying certificates such as degree certificates, diplomas, etc.

**Supporting evidence:** Your documents must be *certified as a true copy of the original* by either your supervisor, a colleague who is a UKCP registrant, a solicitor, or the Chair or Chief Executive of your organisation or college. We request a simple letter, email, or statement from one of the above listed professionals to confirm that the qualification documents submitted are *certified as a true copy of the original*.

If you do not have certificates of qualification, you must send in other relevant evidence of registration or accreditation. This might include:

* the original correspondence between you and the UKCP organisation through which you joined, such as:

	+ a letter of acceptance from your Chair of Training Standards Committee
	+ a graduation or completion letter from your UKCP organisation
	+ a qualification letter
	+ a letter of accreditation
* curriculum vitae (CV) demonstrating appropriate qualification and/or accreditation *which must be accompanied* by a letter from your organisation confirming your accreditation.

**Please note that the qualification evidence required is what you would have provided to your organisational member in support of your initial application for UKCP registration. Unless you have completed the UKCP Registrant Sample Audit previously, we won’t have seen this evidence before.**

**Coronavirus and your Audit Submission**

We recognise the current impact of coronavirus on everybody’s personal and professional lives, and recognise that this may cause you difficulties in collating your audit evidence, or you may be experiencing some further extenuating circumstances. We understand the advice regarding social and self-isolation may likely impact your ability to meet with your supervisor face-to-face, or to get certification of true copy of your qualifications. If this is a difficulty for you, we recommend the following:

* That you complete your submission and firstly send it to your supervisor.
* Arrange to meet with your supervisor for a brief discussion, either via telephone or a digital platform that you feel is safe.
* Once you have discussed with your supervisor, please ask them to email you with confirmation that (a) you have spoken and (b) that they have seen the same digital copies of qualifications that you will be sending to UKCP.
* Once you have completed the above, send your submission and supervisors email to us at audit@ukcp.org.uk

The above is only a suggestion, it’s up to you to provide the required evidence for your audit submission - but we can be more flexible regarding your submission deadline if you contact us to discuss your circumstances at this time, we’re more than happy to make any reasonable adjustments we can.

* 1. *Certificate of Professional Indemnity Insurance*

Please provide evidence of professional indemnity insurance for the audit period of **January 2022 – December 2022**, and up to the present date. Your evidence needs to show the following information:

* the name of your insurer
* your policy number
* the maximum level of indemnity (to what value in £ are you insured)
* the dates of your cover

**Supporting Evidence:** The insurance certificates you supply must demonstrate that you were insured between *January 2022* through to the date your documents are submitted for audit. **This will normally mean submitting more than one certificate in order to cover the full timescale above**.

If your professional indemnity insurance is covered through an employer, please provide the name of your employer and include a brief statement from your employer or supervisor to this effect with your submission. This statement must specify the dates of cover.

If you are seeing clients privately as well as through your employer, then please provide both the above mentioned statement and your private professional indemnity insurance certificate.

1. Data Protection

UKCP is committed to protecting your personal information. The information you provide will be used by UKCP to create or update records held by us. Your information will be processed in accordance with UKCP’s Data Protection Policy.

We will keep your data confidential and we will only use your audit information within UKCP. No identifiable information will be published about you. If you have any questions or comments, please refer to the UKCP’s Data Protection policy.

1. Checklist

Please ensure that you have included all of the required information and supporting evidence listed below, and that all items under Section 3 of this audit submission form are completed. This includes the sections for:

[ ]  Personal Information and Client Groups

[ ]  Clinical Hours Information

[ ]  Supervision, and supporting evidence covering January to December 2022

[ ]  CPD log completed, and supporting evidence covering January to December 2022

[ ]  Qualifications, including appropriate certification as a true copy

[ ]  Proof of Professional Indemnity Insurance covering January 2022 to the present time

1. Outcome of the Process

The Regulation Team will write to you to explain the outcome of your audit submission (normally within 4 weeks of receipt of the submission).

The process will result in one of the following options:

**Approval** – where all audit requirements are clearly met.

Please note that an approval response may include a ‘feedback’ section prompting you to refer to (and consider) specific policy documents. This is to support you as a registrant of UKCP in meeting requirements, or where additional support in relation to something specific may be of benefit to you.

**Request for further information** – if the auditor believes that the documents provided are insufficient to conclude the audit, we may ask you or your organisational member or college for more information.

**Referral** – if the auditor identifies a specific issue indicating that criteria for registration has not been met or another problem has been identified, they will refer your information to the Registrar for further review or action.

Where it is clear that your audit submission indicates you are not meeting UKCP registration requirements, the auditor will notify the Registrar who may:

1. provide feedback to you and your OM or college.
2. refer the matter to the UKCP Membership Committee for consideration to remove your registration and require you to complete a full re-registration/re-accreditation process.

In addition the Registrar may carry out further enquiries following information received during the random audit in relation to the assurance of the register.

**If you have any questions regarding your audit submission, please contact the Regulation Team at** **audit@ukcp.org.uk** **or 020 7014 9955.**

**Thank you for your submission.**