Handbook for Individual Full Clinical Accreditation as a Psychotherapist or Psychotherapeutic Counsellor

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Introduction – Psychotherapist and Psychotherapeutic Counsellor

In the UK, the terms **psychotherapist** and **psychotherapeutic counsellor** refer to distinct but overlapping roles within the field of psychological therapy. Both roles involve working with clients to address mental health challenges, but they differ in length and level of training, professional recognition and also usually in scope of practice, although it is recognised that there may be some overlap between the work a highly experienced psychotherapeutic counsellor may be equipped to offer and a newly qualified psychotherapist.

Psychotherapist

Definition:

A psychotherapist is a professional trained to work at depth with complex psychological issues across a wide range of clients, including those with severe and enduring mental health conditions. Psychotherapists are equipped to offer long-term, intensive therapeutic interventions and are expected to work with a high degree of autonomy.

Training and Qualifications

- **Training Length:** Typically requires a minimum of four years of postgraduate-level training.
- **Focus:** In-depth theoretical understanding and application of psychotherapy, with significant clinical practice and supervision.
- **Accreditation:** Registered with professional bodies such as the **UK Council for Psychotherapy (UKCP)** or one of the Partnership of Counselling and Psychotherapy Bodies (PCPB) at the psychotherapy level. (SCOPED Column C)

Scope of Practice

- Works with complex psychological conditions, including personality disorders, trauma, and long-standing mental health issues.
- Uses advanced theoretical models and interventions tailored to individual client needs.
- May provide supervision to other practitioners and engage in psychotherapy research.

Employment Opportunities

- Eligible for roles requiring advanced clinical skills, such as within the NHS, private practice, or specialist mental health services.
- Often sought for consultancy roles and leadership positions in therapeutic settings.

SCOPED Framework Alignment

- Positioned at **Column C (Psychotherapy Level)** within the SCOPED framework.
- Demonstrates autonomous, high-level clinical decision-making and interventions based on advanced training.

Psychotherapeutic Counsellor

Definition

A psychotherapeutic counsellor works with individuals to address emotional, relational, and psychological challenges. While their practice is rooted in therapeutic models similar to those of psychotherapists, their work typically may involve less complex issues and shorter-term interventions.

Training and Qualifications

- **Training Length:** Usually involves a minimum of three years of training, typically at diploma or first degree level.
- **Focus:** Emphasis on integrating theoretical understanding with practical application for less complex psychological issues.
- **Accreditation:** Registered with professional bodies such as **UKCP** as a psychotherapeutic counsellor or with one of the Partnership of Counselling and Psychotherapy Bodies (PCPB) as an accredited counsellor.

Scope of Practice

- Tends to work with mild to moderate psychological difficulties, such as anxiety, stress, depression and relationship problems.
- Often delivers time-limited or solution-focused interventions.
- May refer clients with more severe conditions to psychotherapists or other specialists.

Employment Opportunities

- Commonly employed in schools, community organisations, and private practice and the NHS.

- Suitable for roles where short-term or specific issue-focused therapeutic support is needed.

SCOPED Framework Alignment

- Positioned at **Column B (Psychotherapeutic Counselling Level)** within the SCOPED framework.
- Focuses on collaborative therapeutic relationships within a structured and defined scope.

Key Differences in Titles

- **Training Depth:** Psychotherapists undergo more extensive training, with a focus on complex and enduring psychological issues, whereas psychotherapeutic counsellors focus more typically on mild to moderate challenges.
- **Scope of Practice:** Psychotherapists typically work at greater depth and autonomy, while psychotherapeutic counsellors focus on shorter-term or less complex cases.
- **Professional Recognition:** Both titles are recognised by UKCP, but psychotherapists are generally seen as having more advanced training at Level M (Masters).

Who Can Apply for These Titles and Why?

- **Psychotherapists:**
  - Those with extensive postgraduate training in psychotherapy.
  - Professionals aiming to work with complex cases, develop specialist expertise, or supervise others.
- **Psychotherapeutic Counsellors:**
  - Individuals with a (minimum three year) diploma or degree-level qualification in therapeutic counselling.
  - Practitioners seeking roles focusing on general counselling or specific client challenges.

Further Details

For a more detailed explanation of the differences, including training requirements and professional standards, visit:

- UK Council for Psychotherapy (UKCP)
- Partnership of Counselling and Psychotherapy Bodies (PCPB) https://www.pcpb.org.uk/

These resources provide comprehensive guidelines on roles, training pathways, and employment opportunities aligned with the SCOPED framework.

Context of this Handbook

This handbook is designed for professionals seeking Full Clinical Accreditation as a Psychotherapist or Psychotherapeutic Counsellor with Metanoia Institute, a status that may also lead to UKCP registration at either level. The Institute offers an accreditation pathway for those who have completed a Level 7 master's or equivalent training in a Humanistic (Person-Centred, Gestalt, Transactional Analysis) or Integrative Psychotherapy approach with HIPC, as well as an equivalence pathway for UKCP Psychotherapeutic Counsellor registration with PCIPC.

The APEL Membership Panel receives all applications, followed by verification from the Ethics Committee. Upon successful accreditation, applicants will be eligible to join the UKCP Register through the Humanistic and Integrative Psychotherapy College (HIPC) or Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC), with an additional fee.

For more details on UKCP's HIPC and PCIPC requirements, see the UKCP Standards of Education and Training (SETS) and PCIPC Standards.

Following gaining Full Clinical registration Psychotherapist or Psychotherapeutic Counsellor with Metanoia Institute you will be required to maintain regular Continuous Professional Development, which will be monitored annually alongside your supervised clinical practice and renew your accreditation every five years (Please refer to the Re-accreditation and CPD policy).

Accreditation Process Overview

Step 1: Submission of Application

Complete the application form, attach all supporting documentation, pay the application fee and submit package to the Membership Team (membership@metanoia.ac.uk). Applications are free of charge for Metanoia Institute staff.

Step 2: Review by APEL Membership Panel

The APEL Membership Panel assesses eligibility and completeness of the application.

Step 3: Ethics Committee Verification

If the APEL Membership Panel approves, they will report this to Membership team who will complete membership and liaise with UKCP membership to confirm eligibility for the applicant to apply to UKCP for full clinical membership as either a Psychotherapist or Psychotherapeutic Counsellor.

If the assessment identifies substantial gaps in the applicant's training or relevant experience, or queries about their modality practice, they will be given the choice between two procedures:

a) An 'adaptation period' of practice under supervision (typically six months, or more if appropriate) with a supervisor recognised by Metanoia Institute and UKCP, along with a report from the supervisor.

b) Additional training, practice or experience as specified by the APEL Membership Panel to address disparities identified during the assessment of the applicant's qualifications. Applicants should normally meet requirements of the five-yearly re-accreditation process for Metanoia and HIPC/ PCIPC.

Step 4: Final Decision

Applicants are notified within 14 days of the APEL Membership Panel’s final decision.

Step 5: Application to UKCP

Successful applicants may apply for Full Clinical Registrationas a Psychotherapist or Psychotherapeutic Counsellor with UKCP. UKCP will confirm with Metanoia that applicants are eligible.

Eligibility Requirements Psychotherapist

To qualify, applicants must:

- **Hold a Level 7 or equivalent master's** qualification in Humanistic (Person-Centred, Gestalt, Transactional Analysis) or Integrative Psychotherapy.
- Have completed a **minimum of 900 training hours** (including core training, supervised practice, mental health familiarisation, and self-directed learning).
- Accumulate **450 hours of supervised adult client contact** with a minimum supervision ratio of 1:6.
- Complete **a Mental Health Familiarisation Portfolio** (this can be a combination of taught hours and placement experience).
- Undertake **160 hours of personal therapy** in a modality consistent with the training approach.

Application Requirements

The following documentation must be submitted with the application:

- **Academic Documentation**: Master's certificate or equivalent Level 7 qualification.
- **Training Breakdown**: Documentation of 900 hours (core, supervision, mental health familiarisation portfolio, and self-directed).
- **Supervised Client Hours**: Evidence of 450 supervised client hours, with an appropriate supervisor's report.
- **Mental Health Familiarisation Portfolio**: Proof of competence in all of the required learning outcomes **(this can be a combination of taught hours and placement experience)**.
- **Personal Therapy Documentation**: Proof of 160 hours in a modality aligned with training.
- **Case Study**: 4,000 words (+/-10%), **if core training did not include an equivalent**. See Appendix A for detailed assignment guidelines.
- **Referee Statement**: Completed by an experienced professional (not a supervisor or trainer of the applicant). For applicants from an NHS funded training pathway an Endorsement Report from the Course Director is required instead.
- **Professional Indemnity Insurance Proof**: Evidence of Professional Indemnity Insurance.
- **Therapeutic Executor Arrangement**: Confirmation of arrangement.
- **Application Fee**: Non-refundable £250, payable to the Institute.

Eligibility Requirements Psychotherapeutic Counsellor

To qualify, applicants must:

- **Hold a Level 5 Diploma in Psychotherapeutic Counselling or equivalent** along with evidence of integrative or humanistic theory and practice.
- **Have completed a minimum of 450 training hours** and **a minimum of 100 client practice hours** (supervised at a ratio of 1:6) prior to qualification.
- Accumulate a minimum of **450 supervised adult client hours** with a minimum supervision ratio of 1:6.
- Undertake **105 hours of personal therapy** in a modality consistent with the training approach or equivalent. Therapy prior to training will not normally count towards this amount.

Application Requirements

The following documentation must be submitted with the application (for NHS funded Psychotherapeutic Counselling route please also refer to the specific accreditation guidance):

- **Academic Documentation**: Level 5 diploma or equivalent.
- **Training Breakdown**: Documentation of 450 hours (core, supervision, mental health familiarisation portfolio, and self-directed), and 100 client practice hours.
- **Supervised Client Hours**: Evidence of 450 supervised client hours, with an appropriate supervisor's report.
- **Personal Therapy Documentation**: Proof of 105 hours in a modality aligned with training or equivalent.
- **Reflective essay**: 3,000 words (+/-10%) on professional practice, theory, and ethics, focusing on the therapeutic relationship, **if core training did not include an equivalent**.
- **Referee Statement**: Completed by an experienced professional (not a supervisor or trainer of the applicant) or if applying following an NHS funded training pathway an Endorsement Report from the Course Director is required instead.
- **Insurance Proof**: Evidence of Professional Indemnity Insurance (Personal or Employers).
- **Therapeutic Executor Arrangement**: Confirmation of arrangement (Personal or Employers)..
- **Application Fee**: Non-refundable £250, payable to the Institute.

Monitoring and Re-Accreditation Process

ANNUAL PROCESS

Every year accredited registrants (Psychotherapists and Psychotherapeutic Counsellors) will complete the CPD Annual Summary Form, describing their year's professional development activities. This should be submitted to Metanoia Institute Membership Office. Please note according to HIPC and PCIPC Continuous Professional Development requirements, this should involve updating in one's core model and some CPD across models.

If you have completed an annual summary for another organisation (e.g. BPS, BACP, BCP, one of the PCPB partners), you may attach this with the Annual CPD Form.

Submitted CPD report forms will be reviewed by the membership team supported by the Head of Programme covering your modality and, will be internally moderated by the APEL Membership panel including any that have been accessed as failing to meet the above requirements.

REACCREDITATION PROCESS -EVERY FIVE (5) YEARS REQUIREMENTS

You are required to apply for Re-accreditation every five years. You will need to provide evidence of your clinical practice, supervision arrangements, profession will, evidence of professional liability insurance and CPD in accordance to your specific UKCP College (HIPC/PCIPC).

Prior to submission of your re-accreditation application, you will need to complete a Peer Review Meeting and submit evidence of this with your application (Please refer to the Re-accreditation and CPD Policy), Please note you need to maintain your membership with Metanoia Institute to be eligible to apply for re-accreditation.

Accreditation Complaints and Appeals Process

The purpose of this process is to provide clear and fair procedures for addressing complaints and appeals related to the accreditation process. This ensures transparency, accountability, and adherence to the highest professional standards.

Complaints Process

Scope of Complaints

- Administrative errors during the accreditation process.
- Perceived unfair treatment by assessors or panel members.
- Non-compliance with stated procedures or policies.

How to Submit a Complaint

- Complaints must be submitted in writing (email is acceptable) to the Membership Team at membership@metanoia.ac.uk within **30 days** of the event or decision in question.
- Include the following details:
    - Applicant's full name and contact information.
    - Nature of the complaint, including relevant dates and supporting evidence.
    - Desired outcome or resolution.

Complaint Handling

- Complaints will be acknowledged within **10 working days**.
- An independent reviewer, not involved in the original decision or process, will investigate.
- A response, including any resolution or actions taken, will be provided within **20 working days** of acknowledgment.

Outcomes

- Possible outcomes include an apology, a reassessment, or corrective action.
- If unresolved, the applicant may escalate the complaint to the **APEL Appeals Panel** for further review.

Appeals Process

Scope of Appeals

- Denial of accreditation.
- Required adaptation periods or additional training.
- Refusal to progress an application due to incomplete or unsatisfactory documentation.

Grounds for Appeal

- There is evidence of procedural irregularity.
- New, relevant information has come to light that was not available during the original assessment.
- The decision was unreasonable or unsupported by evidence.

How to Submit an Appeal

- Appeals must be submitted in writing (electronically) within **30 days** of receiving the decision to the Membership Officer at Metanoia Institute at membership@metanoia.ac.uk.
- Include the following:
    - Applicant's full name and contact details.
    - Detailed reasons for the appeal.
    - Relevant supporting documentation.

Appeal Review Process

- Appeals will be reviewed by the **APEL Appeals Panel**, comprising members not involved in the original decision.
- The panel will convene within **30 working days** of receiving the appeal.
- Applicants may be invited to present their case in writing or via a virtual/in-person meeting.

Final Decision

- The panel's decision will be communicated within **10 working days** of the review meeting.
- The decision of the APEL Appeals Panel is final.

General Provisions

- Applicants are entitled to seek external advice (e.g., legal or professional representation) at their own expense.
- All complaints and appeals are treated confidentially.
- The institution is committed to a transparent process that aligns with the ethical standards of UKCP.

Important Links and References

- UKCP Standards of Education and Training (SETS)
- Standards, guidance and policies | UKCP

This handbook is designed to streamline your accreditation application process, ensure compliance with Institute and UKCP standards, and support you in achieving Full Clinical Accreditation as a Psychotherapist or Psychotherapeutic Counsellor as applicable.

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Director of Clinical Training

Appendix A: Case Study Guidelines

If your core training did not have an extended case study of at least 4,000 words where you have explore a client relationship over at least 6 sessions and providing evidence of how you worked with the client linking theory to practice and reflection as a practitioner, you will be required to complete a Case Study as part of your application.

(The case study is a reflexive study of a Psychotherapeutic Counselling Relationship with one of your clients. As a written component, it needs to follow the requirements given below and additionally, should be written in Harvard Referencing.

The case study will be assessed on a pass/fail basis.

Case Study of a Psychotherapeutic Counselling Relationship - Outline

The case study should be 4,000-words (+/- 10%).The subject of the case study must be a client with whom you have been in a counselling relationship for at least six sessions (although longer would be preferable, as this is likely to make it easier for you to show deeper levels of working). The case study should evidence how you and your client have worked together and how you have used theory within the framework of your modality to understand your client's situation and experiences and inform your practice with this specific client. It will also involve a reflection / discussion of your process in relation to your client, your perception of your client's process in relationship to themselves and the on-going process between the two of you. It is important that your case study reflects the unique quality of the relationship between you. The following guidelines may be useful to you as a way of structuring your case study:

Introduction

A brief introduction to the case study and what you will write about.

Emerging Framework and Professional Identity

Briefly introduce and outline the key theoretical concepts and ideas that you use to understand the process of psychotherapy, including:

- core values and/or philosophical ideas you draw on in your practice of psychotherapy
- your understanding of human development and psychological distress / dysfunction
- aims / goals of the therapeutic process and how you see your role and the client's role in the therapeutic relationship

Client Details

Including: age, gender, family history, cultural, social and economic backgrounds, current personal relationship status, family and work situations.

Counselling Arrangements

Briefly describe: the setting in which counselling is provided (i.e., private practice, voluntary agency, probation service); the frequency and duration of counselling sessions; length of the counselling relationship; number of sessions to date. Here, also: relevant organisational information such as referral system, client assessment process, contract time-boundaries.

Presenting Issues

Briefly, describe the initial reasons the client gave for wanting counselling at this stage. As far as possible, use the client's language. Describe your initial response to the client, assessment of your capacity to work with them.

Background and History of the Client

Provide background information regarding your client, which you believe to be relevant to the present clinical work. This may include, for instance, information regarding family and other interpersonal relationships; recent and past traumas; education history; employment history, history of previous counselling/psychotherapy and/or psychiatric history.

Formulation/Assessment of Client and Initial Direction

Show how you conceptualise your client's issues.

- What has happened in the client's life which may influence their present position?
- What did you learn from his/her relating to you and others in his/her life?
- Where did you experience the client to be in their capacity to relate to themselves (self-with-self) and their relational capacity to intimately engage with you as the therapist (self-with-other)?
- On the basis of your assessment what were your initial goals/expectations?

Therapeutic Process and Relationship

This is the main section of your case study. Describe the process of the counselling with the client over time. Use verbatim extracts from sessions to exemplify how you work and to evidence how you met certain aspects of the criteria such as the significant moments of change or working through ruptures or mini enactments. Include an insightful account of how your client used the relationship for therapeutic benefit and what may have contributed to any change for the client.

As well as describing key points in the therapy, address your reflexive process throughout the work (including supervision) and how this informed your development as a practitioner. Consider ethical issues, issues of similarity/difference and your use of self in the therapeutic relationship throughout this section.

Conclusion

Include what you learned through working with this client and your subsequent and related growth. Summarise your view of the final outcome of the counselling.

References

Include a full reference list using Harvard referencing.

Appendix B: Reflective Essay Guidelines

If your core training did not have an extended case study or reflective essay of at least 3,000 words where you have explored your own professional practice, theory relevant to the modality you practice, and ethics, with a focus on the therapeutic relationship you will be required to complete a Reflective essay as part of your application. The reflective essay should showcase your personal approach as a Psychotherapist and include an overview of the ways in which your training and CPD continue to shape your ways of working with clients.

As a written component, it needs to follow the requirements given below and additionally, should be written in Harvard Referencing.

The reflective essay will be assessed on a pass/fail basis.

Reflective Essay - Outline

The reflective essay should be 3,000-words +/- 10%. The subject of the reflective essay must focus on your own professional practice, theory relevant to the modality you practice, and ethics, with a focus on the therapeutic relationship. Your essay should demonstrate self-awareness and an understanding of the theories and contexts that shape your work.

The following guidelines may be useful to you as a way of structuring your reflective essay:

Introduction

A brief introduction to the reflective essay and what you will write about.

Theoretical framework

Introduce and outline the key theoretical concepts and ideas that you use to understand the process of psychotherapy, including:

- Explain the key theories, models, and approaches that inform your practice
- Reflect on how you integrate these approaches, drawing on your initial. training as well as any further professional development or CPD that have influenced your way of working.

Interventions and responses

Discuss different types of interventions or ways of responding you typically use, explaining why you use them and how they fit into your overall approach.

Reflective self-awareness

Explore the role of your own self-reflection and personal awareness in your practice, considering how this shapes your choices, presence with clients, and your ongoing development as a practitioner.

Ethics and Safeguarding

Evidence of understanding and application of ethical practice, safeguarding, and duty of care.

Difference, diversity, and equality

Reflect on how issues of identity, culture, difference, and equality impact your therapeutic relationships. Describe how you work with these dynamics in practice.

Adaptability in practice

Explain how and why you adjust your approach in response to different contexts, including the settings in which you work, the mode of therapy you use (e.g. face to face, online, telephone), the client groups you work with, and the range of client presentations you encounter.

Conclusion

Include what you learned through working with this client and your subsequent and related growth. Summarise your view of the final outcome of the counselling.

References

Include a full reference list using Harvard referencing.