



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

APEL Membership Panel & Internal Guidance

Metanoia Institute – UKCP Individual Accreditation Route (APEL)

Version 1.0 | August 2025

1. Purpose

The APEL Membership Panel is responsible for reviewing and assessing applications seeking UKCP registration. The panel ensures that all applications are evaluated fairly, consistently, and in accordance with UKCP standards and Metanoia's internal policies.

2. Terms of Reference

- To evaluate each application based on submitted evidence (training, clinical experience, supervision, personal therapy, etc.).
- To ensure the applicant meets the standards for either:
 - UKCP Individual Full Clinical Accreditation as a Psychotherapist with HIPC, or
 - UKCP Individual Full Clinical Accreditation as a Psychotherapeutic Counsellor with PCIPC.
- To make recommendations to the Membership Team regarding approval, deferral with feedback, or rejection.
- To participate in calibration discussions to ensure consistency.
- To flag any concerns around ethics, safeguarding, or misrepresentation.
- To provide constructive feedback to applicants where required.

3. Membership

- Minimum of 3 members per application review.
- Representation from a range of modalities.
- All members must be UKCP-registered with appropriate seniority to review applications.
- At least one member must hold accreditation in the same (or closely related) modality.

- Ideally includes one staff member external to the applicant's modality to support cross-institutional consistency.

4. Frequency

- Ad-hoc.
- The panel may meet virtually or in person depending on availability.
- Reviews may be conducted asynchronously via secure document sharing (with agreement).

5. Assessment Process

Each panel member will independently review the application using a **Panel Review Template**, which includes:

- Confirmation of eligibility
- Evaluation of training and clinical experience
- Evidence of reflective practice and personal development
- Clinical supervision and ethical practice
- Alignment with UKCP standards

After individual review, panel members will meet (or correspond) to reach a consensus on the decision:

-  Approve
-  Defer (request for additional evidence or clarification)
-  Reject (with clear reasons)

6. Conflicts of Interest

Panel members must declare any real or perceived conflict of interest before reviewing an application. Examples include:

- Supervising or having supervised the applicant
- Being part of the applicant's training team
- Personal relationships

A **Conflict of Interest Declaration** must be signed at the start of each review.

7. Confidentiality

All application materials are confidential and must be handled in accordance with Metanoia's Data Protection and GDPR policies. Panel members must:

- Not retain application documents after the process concludes.
- Not discuss applications outside the review context.
- Sign a **Confidentiality Agreement** upon joining the panel.

8. Record-Keeping and Decisions

- Final outcomes and rationale must be recorded in the **Panel Decision Template**.
- The Membership Team will communicate outcomes to applicants and UKCP.
- Feedback for unsuccessful applicants will be agreed by the panel and reviewed for tone and clarity.

9. Appeals

Applicants have the right to appeal the outcome. Applicants should submit their appeal to membership@metanoia.ac.uk who will coordinate the review process. Panel members involved in the original decision will not sit on the appeals panel.

- Appeals will be reviewed by the **APEL Appeal 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 Ethics Appeals Panel is final.

10. Support and Queries

For further guidance, training, or support, contact the Membership Team at

 membership@metanoia.ac.uk