Qualification in Occupational Psychology (Stage 2)

Frequently Asked Questions about the Qualification

Enrolment

1. **Do you have to complete Stage 1 before you can enrol on Stage 2?**

From the 1\textsuperscript{st} March 2010 all candidates for the Qualification in Occupational Psychology (Stage 2) must have completed their Stage 1 Qualification (i.e. their Society accredited MSc in Occupational Psychology) before they can enrol on Stage 2.

2. **Can I submit a retrospective Portfolio of Competence?**

If you enrolled before the 1\textsuperscript{st} March 2010 you can submit a retrospective log book.

If you enrolled after the 1\textsuperscript{st} March 2010 you must complete an Application for Accreditation of Existing Competence (AEC) and submit this with your enrolment application (see Question 5 below).

3. **What do I need to do to enrol?**

You must formally enrol on the Qualification using the enrolment forms etc which are held on the Qualifications webpage (http://www.bps.org.uk/careers-education-training/society-qualifications/occupational-psychology/prospective-candidates-201).

4. **Can you send me an enrolment package?**

We no longer supply the forms etc in paper format. All documentation for the Qualification is held on the Society’s website (see Question 3 above).

5. **What can I claim in an AEC application?**

Candidates who enrol on the QOP (Stage 2) may have already gained some evidence of competence in occupational psychology through prior work.

If you wish to submit an application for AEC to have evidence of prior work assessed, you should note the following:

- All applications must be accompanied by the form, available from our website and must adhere to the format specified in the Candidate Handbook;
- No part of the work undertaken towards Stage 1 of the Qualification (i.e. a Society-accredited MSc in Occupational Psychology) may be included in the AEC submission. All work **must** have been formally supervised by a Chartered Psychologist, who is a Full Member of the Division of Occupational Psychology and registered with the HPC as an Occupational Psychologist.
- Only evidence of experience gained within a maximum of five years after the completion of a Society accredited MSc in Occupational Psychology can be included in an AEC application.

Where evidence in an AEC has been accepted, an appropriate reduction in the minimum period of supervision may be granted.
6. **Who can sign my AEC application?**

Your AEC application should be signed by your Supervisor (i.e. the person by whom you were supervised during the period you are claiming for AEC). Your Supervisor must have been a Chartered Psychologist, Full Member of the DOP and registered with the HPC as an Occupational Psychologist.

7. **Why do I need an Enhanced CRB Disclosure?**

All candidates for all of the Society’s Qualifications are required to hold an up to date Enhanced CRB Disclosure (or the equivalent for Scotland and Northern Ireland) so that all our qualifications meet the HPC’s Standards of Education and Training (SETs).

8. **Where can I get an Enhanced CRB Disclosure?**

If you do not already hold an Enhanced CRB Disclosure you can obtain one through the Society. You should contact the Membership Team on 0116 252 9911 and request the relevant application form.

9. **Do I have to be a Member of the Society to undertake the Qualification?**

All candidates for all Society Qualifications must be Members of the Society and hold the Graduate Basis for Chartered Membership (GBC).

10. **What proof do you need that I have my MSc?**

Either the original or an authenticated copy of your certificate.

Authentication must take the form of an original stamp and signature of an appropriate official from the university concerned, a notary public, a Justice of the Peace, a solicitor or an equivalent legal authority.

11. **Why can’t my MSc Dissertation count as evidence for Stage 2?**

The Qualification in Occupational Psychology is comprised of two stages. The MSc is the first stage, therefore, we are unable to take into consideration any work associated with an accredited MSc as we cannot double count any experience gained during Stage 1 against the competences required for Stage 2.

12. **Do I need to do another Dissertation to meet the research requirement (Key Role 3)?**

No, your research should be linked to your practice. This could be in many forms and you should discuss your options with your Co-ordinating Supervisor.

**Supervision**

13. **Who can be my Co-ordinating Supervisor?**

Your Co-ordinating Supervisor must be:

A Chartered Psychologist (who is also a Full Member of the DOP) and who is also an HPC registered Occupational Psychologist is eligible to supervise, provided they have at least two years of professional practice as an Occupational Psychologist, which must include giving feedback, training or coaching.
They must also be on the Register of Applied Psychology Practice Supervisors (RAPPS) or willing to undertake the approved supervisor training and gain entry onto RAPPS.

14. **What should I do if my Co-ordinating Supervisor or Designated Supervisor becomes unavailable through long-term sickness, maternity leave or change of circumstances?**

If your Designated Supervisor becomes unavailable, which could happen as a result of a change of job role for example, then you will need to work with your Co-ordinating Supervisor to find an alternative person. You should notify this change to the Qualifications Officer.

If your Co-ordinating Supervisor becomes unavailable for whatever reason, or if you are unable to establish contact with them for a period of time, despite trying via different media (phone, email), then you should contact the Chief Supervisor via the Qualifications Officer. The Qualifications Officer will try to contact the Co-ordinating Supervisor on your behalf, and the Chief Supervisor will contact you to help put in place alternative supervision arrangements, so that you are able to continue your supervised practice with the minimum of disruption.

15. **What is a Designated Supervisor?**

In some circumstances your Co-ordinating Supervisor may be external to your organisation. Therefore, it may be pertinent for you to have a Designated Supervisor. A Designated Supervisor need not be a Chartered Psychologist but should be someone who can help you with gaining the Qualification in Occupational Psychology (Stage 2). You should discuss this with your Co-ordinating Supervisor.

**Fees**

16. **Can I get a fee reduction if I am on state benefits?**

All fee reductions are granted on an individual case by case basis. If you think you are eligible for a fee reduction you should contact the Qualifications Officer on 0116 252 9518.

17. **How much will it cost me?**

The fees chargeable by the Society with respect to the Qualification in Occupational Psychology (Stage 2) are as follows:

- Enrolment fee;
- Application for Accreditation of Existing Competence (if applicable);
- Annual maintenance fee (payable each year of training except that in which enrolment was granted);
- Fee for assessment;
- Where applicable, re-submission fee(s).

Fees are reviewed annually, on 1st January, and details of those currently in force are published on our website.

You should also factor in to your calculations fees for supervision.

18. **When will my Annual Maintenance Fee (AMF) be due?**

Your Annual Maintenance Fee (AMF) will become due one year after the commencement of your Plan of Training. You will be advised in your enrolment letter of the date.
19. **What will happen if I don’t pay my AMF?**

If you don’t pay your AMF you will be removed from the Qualification and any assessments that you have undertaken will be forfeited.

**Submissions**

20. **When is my submission date?**

Your submission date will be one year after the commencement of your plan of training. You will be advised in writing by the Chief Supervisor/Registrar of your submission date once the enrolment process has been completed and you have been formally enrolled on the Qualification. The enrolment process can take some months to complete, depending upon such factors as the speed of response of referees. You could, therefore, start to undertake the planned training in anticipation of your first assessment, before formal enrolment.

21. **How much do I need to submit on each submission?**

You only need to submit one Portfolio of Competence entry per submission (i.e. at either depth or breadth). However, you will also need to submit Annual Progress Report which consists of the Evaluation of Professional Competence (EPC) form, updated Plan of Training and Quarterly Supervisory Meeting Record with each annual submission.

22. **What happens if I don’t submit all of the evidence?**

If you fail to submit any of the forms your submission will be rejected in its entirety. You will then need to re-submit your evidence as soon as possible (and pay the resubmission fees). You should contact the Qualifications Officer who will be able to advise when the next available submission date is.

23. **What do I need to do should I need to re-submit?**

You will need to contact the Qualifications Officer to check when the next available submission date is. You will then need to register for assessment one month in advance of the re-submission date using the registration form for assessment on the qualification’s webpage. However, you can only re-submit entries that the Assessors have asked you to correct. Any new evidence must be submitted at your next annual submission.

24. **How should I send my submission?**

For those candidates on the 2010 handbook your submission consists of the following parts:

- **Submission Summary Checklist**
  
  The Submission Checklist needs to be forwarded to the Qualifications Officer in paper by the date of your Annual Submission. This document must contain both you and your Supervisor’s original signature. This is the only document that now needs to be supplied in paper format.

- **Annual Progress Report**
  
  The Assessment Process consists of two distinct submissions. The first is an Annual Progress Report. This consists of:
  
  - Supervisor’s Evaluation of Professional Competence
- Supervision Logs (x 4)
- Updated Plan of Training

The documentation is available on the website.

- **Electronic submissions for the Annual Progress Report**

  The files that you are submitting should be saved using the following format name, membership number and the name of the document that you are submitting. For example:

  Jane Smith_Mem No 345678 Updated PoT  
  Jane Smith_Mem No 345678 EPC  
  Jane Smith_Mem No 345678 Sup Log 1  
  Jane Smith_Mem No 345678 Sup Log 2  
  Jane Smith_Mem No 345678 Sup Log 3  
  Jane Smith_Mem No 345678 Supervision Log 4

- **Annual Portfolio of Competence Submission**

  The second part of the Annual Submission will be the Portfolio of Competence Submission. This consists of the following:

  - Submission Summary Table
  - Portfolio of Competence Entries at either Breadth or Depth

- **Electronic submissions for the Portfolio of Competence**

  The files that you are submitting should be saved using the following format assessment number, membership number and the name of the document that you are submitting. For example:

  Assessment No 12345_Mem No 345678 Depth Entry_TRD1  
  Assessment No 12345_Mem No 345678 Breadth Entry_TRB1  
  Assessment No 12345_Mem No 345678 SubSumTable

  The submission should be win zipped if at all possible. The win zipped file should be no bigger than 5MB. If it is bigger than this you will need to send multiple zipped files which are clearly labelled (if you use PDF documents rather than word documents this can reduce the size). Please note that if you do send a file that is bigger than 5MB it may not be delivered.

  As you are aware, all electronic submissions must include your Supervisor’s comments and signature. An electronic signature is acceptable on the all of the entries (with the exception of the Submission Summary Checklist).

  Your submission should be placed on the following secure website:

  [http://dropbox.yousendit.com/bpsqualifications01](http://dropbox.yousendit.com/bpsqualifications01)

  The website automatically notifies the Qualifications Officer that a submission has been placed for collection. All electronic submissions should be sent by no later than the 3pm on the 1st of the month on which you are submission (e.g., by 3pm on the 1st October)

  For candidates under the 2012 Handbook the process is exactly the same, with the additional requirement to complete an Annual Supervised Practice Review and submit this as
part of the Annual Progress Report. Please note that under the 2012 Handbook Supervision Logs are now called Quarterly Supervision Meeting Records.

25. In what order do I need to submit my entries?

Under 2012 Handbook requirements, all your Breadth entries must be submitted before you can submit your Depth entries. In practice this means that your first Annual Submission will be Breadth entries and your second Annual Submission could be any remaining Breadth entries plus your Depth entries. The only exception is AEC entries submitted with an application for enrolment, which may comprise up to 5 Breadth entries plus one Depth entry.

26. What happens if one or more of my Breadth entries in my final submission is rejected?

The assessors will assess the accompanying Depth entries and provide feedback for you – so that you can see which of the Key Role elements and/or generic skills you have claimed would be awarded. These will not, however, be formally credited until you have resubmitted the Breadth entry(ies) and this(these) has been accepted. This is to satisfy the HPC requirement that the Breadth entries are completed before the Depth entries.

27. How many entries must I submit?

You need to demonstrate all four process skills in a minimum of two entries in each of the five Knowledge Areas you have selected (ie a minimum of 10 Breadth entries) PLUS all seven consultancy cycle skills in a minimum of two Depth entries.

28. Do my Depth entries have to be in the same Field of Practice?

No your two Depth entries may be in two different Fields of Practice.

29. When will I know the outcome of the assessment?

All assessments for Society Qualifications take approximately three months from the date of submission.

30. What will happen if I don’t submit on time?

If you do not submit on time (subject to any extenuating circumstances) you will be suspended from the Qualification until you do submit. Any supervised practice undertaken during your suspension cannot be included in your Portfolio of Competence.

31. How do I know if I’ve met the competences and skills?

The assessors complete an Assessors Master Record (AMR) which is sent to you after each submission, this includes a record of what has been accepted and what hasn’t and feedback to help you to improve future submissions.

32. How many copies should I send of my submission?

You should send one electronic copy of all your documentation.

33. What happens if I don’t send the correct parts of my submission?

Your submission will be returned to you unassessed if you don’t send all of the required documentation. All submission fees that you have paid will be forfeited and you must register for assessment at the next available submission date.
34. **What types of files can you accept?**

We can accept Word or PDF files. We prefer PDF files.

35. **Do I need to include the additional information?**

You do not need to include the additional information listed in the *Evidence Available* section of each entry. If the Assessors require the information they will ask the Qualifications Officer to request it.

36. **Why do I need to do an annual submission?**

We need to show the HPC that all our candidates are progressing through the qualification, therefore, we expect all candidates for Society qualifications to undertake some form of assessment, at least annually.

37. **Can I submit one full and final portfolio competence?**

No, all candidates must submit on an annual basis (see question 13 above).

**Assessors**

38. **Does the Chief Assessor assess submissions?**

The Chief Assessor does not assess any submission but does review the assessment of each submission and has oversight of the whole of the assessment process.

39. **How many assessors look at my submission?**

Two assessors are assigned per candidate. We will endeavour to keep at least one of your assessors the same for each of your submissions, but this may not always be possible.

40. **Who are the assessors?**

The assessors are all experienced Chartered Psychologists, Full Members of the DOP and registered with the HPC as Occupational Psychologists.

All assessors undertake training at least once every two years to remain an assessor.

41. **Can I contact my assessors?**

No, all contact must come through the Qualifications Officer.

42. **Can my Co-ordinating Supervisor contact my assessors?**

No, all contact must come through the Qualifications Officer.

**Any other questions**

43. **Is there a minimum IT requirement?**

Candidates are required to have minimum IT facilities available and must make arrangements to ensure these before commencing their enrolment. Candidates must have:

- an internet connection and e-mail account;
• access to the Society’s website with appropriate access to download documents;
• word-processing facilities;
• scanning facilities (for example, a printer-scanner) which allow them to scan relevant
documents for electronic submission.

Candidates may access these facilities from home or work. However, if work facilities are
used candidates should ensure that appropriate access permissions have been granted.
Candidates should also make arrangements for backing up work and ensure that they will be
able to take the work with them in an electronic format should they change employer.

Candidates using home facilities should ensure that all work and evidence is backed up (for
example, to an external hard drive) to ensure that it is not lost in the event of a computer
breakdown.

44. Why can’t the Society award Doctoral degrees?

The Society is not a degree awarding body, therefore, it can award its own Qualifications but
not doctorates.

45. Can supervised practice prior to enrolment be accepted?

Provided that you have been appropriately supervised then you can submit an AEC
application (see above) or backdate your Plan of Training up to six months.

46. What reasons can I interrupt my training?

You can normally only interrupt your training for maternity or paternity leave and long term
sickness.

47. How much work can be done outside of the UK?

Candidates who wish to undertake their supervised practice outside the UK should note that
Section 4.4 of the Regulations stipulate that the majority of a candidate’s training must be
undertaken in the UK context. Where a candidate wishes to undertake part of their training
outside of the UK they must inform the Qualifications Officer if they intend to undertake any
part of their training outside of the UK. Such an intention must be supported by the Co-
ordinating Supervisor, and the candidate must provide enough information about the training
for the Society to be satisfied that it complies with the Qualification requirements. In all
cases, supervision must be conducted by someone who meets the criteria for QOP (Stage 2)
supervisors. Contact the Qualifications Office for further information.

48. Do I have to be working as an Occupational Psychologist to undertake the
Qualification?

No, but all the work you do undertake for the Qualification must demonstrate that you are
practising in the required breadth and depth areas and that you are using occupational
theory and methods in your work. In addition, your practise must be appropriately
supervised.

49. Can I work overseas whilst I’m undertaking the Qualification?

See the answer to Question 42 above.

50. What title can I use?

As a candidate you will be required to use the title: Trainee Occupational Psychologist
51. **Are my Qualifications transferable overseas?**

   The Society does not have any reciprocal agreements with any organisation/associations/registration bodies overseas. Therefore, you would need to contact the relevant body in the country you wish to go to. If you plan to work in Europe you may be covered by the European Directive.

52. **What happens after I’ve been awarded the Qualification?**

   You will be given a certificate confirming that you have been awarded the Qualification. This is normally sent in the post.

   After you have been awarded the Qualification in Occupational Psychology (Stage 2) you are eligible to apply to the Society for Chartered Membership and Full Membership of the Division of Occupational Psychology.

   You are also eligible to apply to be registered with the Health Professions Council as an Occupational Psychologist.