



The
British
Psychological
Society

Qualification in Health Psychology (Stage 2)

Supervisor Handbook

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Qualifications Office

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Welcome and Introduction

Welcome to the British Psychological Society's Qualification in Health Psychology (Stage 2) and thank you for agreeing to be the Supervisor for one or more candidates as they work to achieve qualification as a health psychologist. The QHP (Stage 2) is approved by the Health Professions Council (HPC), and successful completion of the QHP (Stage 2) confers eligibility to apply to the Society for Chartered Membership and Full Membership of the Division of Health Psychology, and also confers eligibility to apply to the HPC for registration as a Health Psychologist. It is a legal requirement that anyone who wishes to practice using a title protected by the Health Professions Order 2001 is on the HPC Register. The title of Health Psychologist is one such legally protected title. For more information please see the HPC website (www.hpc-uk.org).

Your role as supervisor is vital to the professional development of the candidates and contributes greatly to their successful completion of this qualification. We have prepared this *Supervisor Handbook* to help guide you through the process of supervising a candidate for the Qualification and our requirements.

All candidates will engage the services of a supervisor prior to enrolling for the QHP (Stage 2). This supervisor will be a Health Psychologist registered with the HPC and a Chartered Member of the Society with Full Membership of the Division of Health Psychology who fulfils the criteria for the role. For some candidates, this will be their only supervisor. In other cases, a candidate may engage one or more workplace supervisors. In these cases the main supervisor takes on a co-ordinating role to ensure that the supervision process is coherent. This *Supervisor Handbook* is relevant to both types of supervisor.

We hope you will find this *Supervisor Handbook* helpful. It is regularly revised and any feedback you are able to provide will help us to improve it in future. Your feedback is welcomed by email to the Qualifications Office (exams@bps.org.uk). We will also actively seek your feedback through surveys.

British Psychological Society Qualifications

The Society's Qualifications are often referred to as independent routes. This is because candidates are not attached to a particular university. More appropriately, the qualifications should be referred to as professional body qualifications. They have been designed around work-based learning in order to allow candidates to demonstrate that they have developed the competencies required for the autonomous practice of their chosen branch of psychology.

The advantages of these professional body qualifications are that they are flexible enough to allow candidates and their supervisors to identify appropriate training and development experiences which fit in with the candidate's work and take advantage of opportunities as they arise. This makes them an attractive option to candidates who are unable to relocate or travel to a Higher Education Institution (HEI) programme. In addition, much of the developmental experience can be gained whilst the candidate is employed in an appropriate position, meaning that most candidates are able to continue working as they train. However, candidates do not have to be employed in order to complete the qualification, provided that they are able to access appropriate supervised experience to meet the requirements of the qualification.

Professional body qualifications are not the same as HEI-based courses. Candidates are not part of a 'class' of students working towards a qualification in the same place at the same time. This means candidates can sometimes feel isolated and supervisors have an important role to play in supporting candidates to reduce this. There are no organised lectures for candidates and, except for assessments, the Society does not set the timetable. Along with the flexibility of the independent route comes a greater responsibility for organising one's own training experiences and resources. Supervisors share this responsibility and will guide the candidate through the process.

About the Qualification in Health Psychology (Stage 2)

The Qualification in Health Psychology (Stage 2) was established in 2001 and provides a route to Chartered Membership of the Society and Full Membership of the Division of Health Psychology. The Qualification is approved by the Health Professions Council (HPC) so that those who are awarded the Qualification are eligible to apply to the HPC for registration as a Health Psychologist. The Qualification is an alternative to the professional doctorates in health psychology offered by HEIs. The qualification is underpinned by five core competences:

- Generic professional competence;
- Behaviour change interventions;
- Research competence;
- Consultancy competence;
- Teaching and training competence.

The candidate must assemble a range of records and evidence designed to demonstrate how these five competencies have been developed in accordance with the approved Plan of Training, and present these in a Portfolio of Competence at the end of their Plan of Training. The full set of requirements is extensive and its fulfilment could appear daunting at first, however, it is important to remember that the Portfolio is the culmination of a full two-year (or part-time equivalent) period of supervised practice and should be readily completed by the candidate during this time with the support and guidance of the supervisor. The *Candidate Handbook* provides further details of the assessment requirements for the Qualification.

Candidates will be enrolled for a minimum of two years. However, the emphasis is on achieving competence rather than time serving, so some candidates may take longer. Some candidates will apply for Accreditation of Existing Competence (AEC) and, if this is granted, will have fewer competences to complete during their enrolment. AEC can only be granted on the basis of relevant postgraduate qualifications achieved or experience gained since the award of a candidate's Stage 1 qualification and there are limits to the amount of AEC that can be granted as detailed in the *Candidate Handbook*. When attending for viva any aspect of the five competences may be discussed.

Admissions Procedures

The QHP (Stage 2) admissions procedures are detailed below. Candidates and supervisors should ensure they are clear about these requirements before proceeding with the enrolment process and should read the *Regulations for the British Psychological Society's Postgraduate Qualifications* Section 3, entitled 'Eligibility to enrol'. The candidate and supervisor must discuss these in a preliminary meeting to assess the candidate's suitability and readiness to undertake the QHP (Stage 2). The supervisor and candidate may decide to proceed with the enrolment process in which case they should complete the contract for services (a sample contract is available on the Society's website). Alternatively, the supervisor and/or candidate may decide that this is not the most appropriate route for the candidate and decline to proceed any further with the enrolment process. The Qualifications Officer and Chief Supervisor are available via the office, if required, to discuss further queries resulting from specific circumstances.

Formal Entry Requirements

Applicants must fulfil the following requirements to be accepted into the QHP (Stage 2). The same entry requirements apply to applicants with qualifications from within the UK and to those with qualifications from outside the UK. Some additional advice for applicants from outside the UK is available on the Society's website.

Applicants must:

- hold current Graduate Membership of the Society with the Graduate Basis for Chartered Membership;
- hold an accredited Stage 1 Qualification in Health Psychology, which will be either a Masters programme or the Society's Stage 1 Qualification (which existed until 2010);
- successfully complete the following application forms:

- Enrolment Form including details of two referees (satisfactory references are a condition of enrolment);
- Plan of Training Form;
- Placement approval documentation (which forms part of the enrolment form);
- Application for Accreditation of Existing Competence (where applicable) and supporting evidence;
- Satisfactory health reference and criminal records check;
- Equal opportunities form.

A sample of assessed enrolment applications are subsequently sent to the external examiner.

Personal Requirements

The candidate should be able to demonstrate all of the following:

- self-awareness and psychological stability;
- ability to cope with intellectual and academic requirements at doctorate level;
- understanding of, and capacity to cope with, the emotional demands of being an independent candidate;
- ability to make use of and reflect on life experience;
- ability to form a helping relationship;
- ability to be self-critical and use both positive and negative feedback.

Non-standard Entry

Supervisors should ensure candidates who do not use English as their first language can meet requirements such as provision of evidence that they have passed the International English Language Testing System at Level 8 before they applying to enrol. Exemption from this requirement can be provided at the discretion of the Qualifications Board where a candidate can demonstrate an appropriate level of proficiency in the English Language. Please see the *Regulations* (Section 3.3) for further details.

The Society operates an equal opportunities policy; please see the *Regulations* (Section 2.3) for further details.

Health Psychology Qualifications Board

The qualification is overseen by the Health Psychology Qualifications Board. The Board writes the *Candidate Handbook*, designs the assessment process and contributes to the design of the curriculum. It appoints the assessors and approves results and feedback. When a candidate successfully completes all requirements the Board awards the Qualification.

The Board is accountable to the Qualifications Standards Committee, which acts on delegated authority from the Membership Standards Board.

The Board has a number of Officers who have key responsibilities within the qualification process and is supported by a Qualifications Officer.

The Qualifications Office

The Society's Qualifications Office is responsible for the day-to-day running of qualifications. All contacts are through the Qualifications Office, which keeps full records in relation to all candidates.

Each qualification is looked after by a specific Qualifications Officer, who will be able to answer most questions about the qualification. When they are unable to help they will contact appropriate people from the Board or elsewhere in the Society to find the requested information. Sometimes they may put you directly in touch with someone to discuss your question and sometimes they will find out the answer and get back to you themselves.

You can find out the contact details for the relevant Qualifications Officer on the Society's website (www.bps.org.uk/qualifications).

Key Roles and their responsibilities

Chair of the Health Psychology Qualifications Board

The Chair is the Programme Leader and is responsible for running the Qualifications Board. The Chair is not directly involved in the assessment of candidates in order to maintain a degree of independence. They are responsible for chairing meetings of the Board and take responsibility for decisions taken on behalf of the Board in between meetings.

Registrar/Chief Supervisor

This is a combined role performed by one person. The Chief Supervisor is responsible for approving supervisors and training plans. They are able to advise supervisors throughout the candidate's training and they are responsible for organising training for supervisors. The Registrar/Chief Supervisor also emails candidates, supervisors and workplace supervisors quarterly with an update on developments within the qualification.

The Registrar has responsibility for communicating with the candidate on all matters pertaining to their progress through the Qualification.

Contact with the Registrar/Chief Supervisor should be made via the Qualifications Officer.

Chief Assessor

The Chief Assessor is responsible for the assessment process. This includes the recruitment and training of assessors, advising assessors, helping to prepare and finalise feedback for candidates and ensuring the process runs smoothly.

In order to maintain the independence of the assessment process the Chief Assessor is not normally permitted to speak to any candidate about their enrolment or assessment. Supervisors who need some clarification regarding feedback or results would normally discuss this with the Registrar/Chief Supervisor. Where the Chief Assessor has another relationship with the candidate s/he will not be involved in the assessment of that candidate and an experienced assessor will take the Chief Assessor's role in relation to that candidate's assessment.

Supervisor

This person has overall responsibility for the entire supervision process, including overseeing the identification of training needs and assembly of evidence to demonstrate development of the required competences. The supervisor must be registered as a Health Psychologist with the HPC and also be a Chartered Member of the Society with current Full Membership of the Division of Health Psychology. The supervisor must also be entered on the Society's Register of Applied Psychology Practice Supervisors.

- The supervisor is required to hold a minimum of six face-to-face supervisory meetings with the candidate during each year of training, with four of these meetings taking place quarterly;
- Take on a co-ordinating role in relation to the overall supervision process, for instance, where a candidate has one or more workplace supervisors;
- Train a candidate's workplace supervisors in relation to the specific supervision that they will be providing, ensuring that they understand the requirements that the candidate has to meet for the QHP (Stage 2) as outlined in the *Candidate Handbook*;
- Oversee the preparation and review of the candidate's Plan of Training;
- Completing a placement audit as part of the enrolment and subsequently for any change of setting, and reviewing on an annual basis;
- Ensuring that a risk assessment is undertaken at enrolment and subsequently for any change of setting;
- Oversee the candidate's quarterly review process;
- Provide the candidate with information relevant to their training (e.g. academic, ethical, organisational, professional);
- Encourage the candidate to reflect on their learning and practice and to engage in creativity, problem-solving and the integration of theory into practice;
- Listen to the candidate's views and concerns regarding their work in progress and offer appropriate advice;
- Countersign the candidate's Plan of Training, Practice and Supervision Log and items of supporting evidence; and
- Complete the required sections of the candidate's Records of Completion and write the Supervisor's Report(s) required for inclusion in their Portfolio of Competence.

Supervisors must be on the Society's Register of Applied Psychology Practice Supervisors. Whilst you are a supervisor for one of our candidates the Qualifications Office will pay your fee for this Register. You must also attend a Stage 2 supervisor workshop at least once every two years. Once a year you will be asked to complete an annual review form specifically in relation to your supervisor role which will be reviewed on behalf of the HPQB. This process will help inform the refresher training provided by the HPQB.

If a supervisor fails to undertake the required training they will no longer be approved as a supervisor and their trainees will need to transfer to a new supervisor. The Registrar/Chief Supervisor will support any trainees who need to transfer to a new supervisor under these circumstances.

Workplace Supervisors

As detailed above, all candidates are required to have a supervisor who is a Health Psychologist as a condition of enrolment. This helps the candidate to develop their own professional identity as a Health Psychologist. For some candidates, this supervisor can supervise the full breadth of the candidate's Plan of Training. This is not always the case, however, and a candidate may need to secure a workplace supervisor to supervise specific areas of work. When used appropriately, this can add breadth to a candidate's experience of supervision and exposes the candidate to other disciplines. In order to be approved, a workplace supervisor must be able to demonstrate all competences relevant to supporting the candidate in the particular aspect(s) of work.

Supervisors who are not Health Psychologists should be practitioners of a related profession who are registered with a professional body which has a code of ethics and accreditation and disciplinary/complaints procedures. The reasons for choosing a particular supervisor should be given, along with details of their qualifications and registration status and a brief account of how they are qualified to provide supervision for the particular piece of work along with a copy of their CV, and approval must be sought from the Registrar/Chief Supervisor via the Plan of Training. Your workplace supervisor will need to ensure that they meet the criteria laid out in the *Candidate Handbook* before being proposed on your Plan of Training. Your workplace supervisor(s) can only be approved if they meet all of these criteria.

A workplace supervisor is expected to be fully aware of the relevant section(s) of the candidate's Plan of Training and to agree to facilitate the candidate in their achievement as far as is possible within the constraints of their post.

Contracts

The *Regulations* require supervisors to have a contract with their candidate(s). In cases where a candidate has one or more workplace supervisors as well as a supervisor in a co-ordinating role, the candidate must agree separate contracts with each supervisor. This section provides some general guidance to supervisors regarding contracts.

You should have a contract with each candidate who you supervise. This contract should set out what is expected of each party. It should include the minimum number of meetings you will have, the means by which meetings or supervision might take place (face-to-face, telephone, email) and the rates at which the candidate will be charged for this (if applicable). It should also set out what is expected of the candidate, for example, their preparation for supervision meetings, or information which you expect them to provide you with.

The *Candidate Handbook* for the qualification requires supervisors and their candidates to maintain monthly contact, which will include six face-to-face meetings per year and contact in between meetings by other means such as email and telephone. Four of these face-to-face meetings should be scheduled approximately quarterly to enable the candidate to complete their quarterly review of development objectives under your guidance. Quarterly reviews must be submitted by 1 February, 1 May, 1 August and 1 November each year.

Means and frequency of contact should be negotiated as part of the contracting process. Your contract should ensure that at least the minimum criteria outlined above are met. You should also bear in mind that some candidates will need more support and supervision than the minimum specified and should allow for this in your contractual arrangement. Some points in the process may also require more input than others, for example when the candidate is preparing their plan of training at the start of the process, or their portfolio of competence at the end of the process.

Sometimes supervision will be external to the candidate's employing organisation and the need for a contract governing matters such as payment is clear. Sometimes the supervisor and candidate will be employed by the same organisation and supervision might be part of the supervisor's normal job role. In such cases the candidate would not expect to pay additional fees to the supervisor. However, a contract which sets out the expectations and responsibilities of each in relation to the supervision process is still required. This will help both parties to be clear about what is expected of them and about what is reasonable to ask of the other.

A template contract is available on the Society's website which you may use, or you may use your own contract. The candidate and supervisor must both have a copy of the contract and a copy must be lodged with the Society at enrolment (or at the point of changing supervisor, if this were to happen). Supervisor contracts are reviewed by the Chief Supervisor as part of the enrolment process to ensure that the frequency and method of meetings and the level of support to be offered by the supervisor is in accordance with the *Candidate Handbook*.

Placements and placement approval documentation

In the context of the QHP (Stage 2), a 'placement' is a job or other position held by the candidate which enables them to fulfil the five areas of competence that underpin the qualification. As part of the overall process for putting together the Plan of Training there will be a responsibility for identifying which areas of work will fulfil which units of competence, and whether the candidate needs to identify new placements or areas of work.

For each placement, appropriate placement approval documents must be submitted. The placement approval documents for the first placement must be submitted with the plan of training. Documents for subsequent placements must be submitted when approval of the placement is requested. It is important that we are assured about the settings in which our candidates are undertaking work, so placement approval documents must be submitted for each setting in which supervised practice is undertaken. Placement approval forms are provided in the enrolment form for new applicants, and in the change of setting form for enrolled candidates who are changing their placement.

At the start of the process the supervisor should meet with the candidate and discuss how the candidate's role maps onto the five competences and their sub-components in order to construct the Plan of Training. During this process it is likely to become clear whether there are any gaps which need to be filled through extra activities, for example, in relation to a particular competence, or if supplementary supervision needs to be secured with a workplace supervisor. The supervisor is able to offer advice about how to fill any gaps in experience using local knowledge they may have about what opportunities might be available. It remains the candidate's responsibility to pursue any suggestions that the supervisor provides, although the supervisor must oversee this process and ensure that any extra activities or supervision undertaken are indeed appropriate. The whole plan of training would also need to be approved by the Chief Supervisor.

The supervisor has a responsibility to ensure that each placement will provide an appropriate learning experience. This includes approving and training the workplace supervisor if one is to be used. For all placement settings in which supervised practice will be undertaken an audit must be completed. The audit form can be found in Section 2 of the enrolment form and must be completed before enrolment and submitted with the enrolment form. This will include ensuring that the placement setting is able to fulfil minimum requirements to support your candidate's learning alongside appropriate supervision arrangements, such as access to a computer and the internet, access to technical support staff and access to any other relevant learning resources. The supervisor will also need to ensure that appropriate arrangements have been agreed with the candidate's placement provider to assist the candidate in completing the qualification. This might include (but not be limited to) study leave or additional mentoring, and the supervisor should discuss this with the candidate. Section 3 of the enrolment form is a risk assessment for the placement setting and must also be completed and submitted with the

enrolment form. The audit will need to be reviewed on an annual basis. If the candidate changes placement setting during their enrolment (for example, moves to a new job or undertakes a new project) then the supervisor will need to work with their candidate to complete a new placement audit and risk assessment.

The intended learning outcomes of the placement should be identified and a clear plan for achieving these should be in place, including realistic timescales. Learning outcomes will normally refer to competences which the candidate is required to develop and demonstrate. This will usually be part of the quarterly review that the supervisor and candidate undertake. In the case of periods of supervision with a workplace supervisor it may be helpful for the supervisor, workplace supervisor and candidate to meet to agree the intended learning outcomes for the placement. It is important that the learning outcomes are realistic bearing in mind the role of the candidate within the organisation or the requirements for the specific piece of consultancy work. For this reason it is important that the supervisor also discusses the learning outcomes with the placement host.

The supervisor, workplace supervisor (if applicable) and candidate should all be clear about what is expected and about what evidence the candidate will need to collect. If a workplace supervisor is being used the supervisor should discuss the placement with the workplace supervisor so that they also understand the requirements for the placement and what will be required from them including any role in evaluating the candidate's performance.

Supervisors should be aware that during all of their work the candidate is expected to comply with the Society's *Code of Ethics and Conduct* and the Division of Health Psychology's *Professional Practice Guidelines* as well as maintaining an awareness of the HPC's *Code of Performance, Ethics and Conduct*. Workplace supervisors should also be advised of this and, if necessary, provided with copies (available from the Society's website and the HPC website respectively).

Before approving a placement for inclusion in the candidate's Plan of Training, the supervisor should consider a number of factors:

- It is important that the practice setting will provide a safe and supportive environment and a risk assessment must be undertaken. The supervisor should consult the host organisation (normally the employer) about the most appropriate person to undertake the risk assessment. Some organisations will have a health and safety officer who will be able to help with the risk assessment. Wherever possible the candidate should be encouraged to carry out the risk assessment. This is intended to encourage the candidate to get into the habit of taking responsibility for their health and safety at work. However, overall responsibility rests with the supervisor, who must be satisfied that the placement will provide a safe environment for the trainee.
- The organisation in which the supervised practice is taking place must comply with certain requirements in order to ensure it will provide an appropriate learning environment for the trainee. The audit form (Section 2 of the enrolment/change of setting forms) has been designed to help the supervisor to ensure that these requirements have been met. When completing the audit the supervisor may want to discuss some aspects with the candidate or their line manager, but the final judgement will rest with the supervisor. The introduction to the audit form provides more information about its completion.
- There must be appropriate arrangements in place for the supervision of the candidate. This is particularly important if the supervisor is external to the setting.

Placement approval documents must be fully completed. The relevant forms can be downloaded from the Society's website (www.bps.org.uk/qhp). Placement audits must be reviewed annually and an updated audit form submitted when the candidate's annual maintenance fee becomes due.

Health and Safety

The supervisor is responsible for ensuring that placements take place in a safe environment. The candidate should complete a risk assessment as part of the enrolment form using the form available on our website. We ask candidates to complete the risk assessment because this is an important skill for them to develop and it will, we hope, help them to develop a sense of responsibility for their own safety and that of others in the work place. For many candidates this will be something new, so it is important that the supervisor reviews the risk assessment with them. The supervisor should be satisfied that the policies, and their implementation, are adequate to provide for a safe placement environment. Any concerns should be discussed with the Registrar/Chief Supervisor and resolved before a placement is approved. A note of the concerns and action taken to resolve it should be added to the Placement Audit Action Plan.

The supervisor should also check with the placement provider that the candidate's induction will include the organisational health and safety policies, lone working policies and any other policies relevant to the safety of the candidate during their placement. The candidate should complete an induction checklist after their induction to ensure that all relevant information has been included.

Placement arrangements

Practical arrangements for the placement should be clear. The candidate should have clear information about time and place and about who they will meet first when arriving at the placement.

If there are any specific requirements for the site, such as advance security clearance, safeguarding or criminal conviction checks, then these must be complied with.

The placement should start with an induction, particularly if the candidate has not worked for that placement provider before or for some time. This should include practical information about the site (fire escapes, toilets, lunch facilities, breaks) as well as information about any workplace policies to which the candidate must adhere. This should include health and safety policies and any precautions around lone working. The candidate should complete the induction checklist (available on the Society's website) after the induction to ensure that all of the necessary elements have been included.

Where a candidate is undertaking their supervised practice within their normal employment this induction may not require all of the above elements, provided that the candidate has been provided with this information previously and is aware of where to find the information again if needed. However, if any of the information or policies change, or new policies are introduced, then the candidate must be informed.

If the candidate is undertaking their supervised practice in the context of their normal employment it is important that their line manager is aware of the requirements for their placement and is supportive in helping to achieve this. It may be helpful for the supervisor or workplace supervisor, candidate and line manager to meet to agree any particular requirements, such as study time or supervision time, allocation of particular work tasks to help the candidate gain appropriate experience, development opportunities which are likely to arise during the placement period, and other pastoral or academic support structures. It is important that the line manager understands the candidate's status as a trainee and the limitations this may place on their work. For example, there may be issues around confidential information and its use in supervision, the need for which must be acknowledged.

Client consent

The issue of informed consent is central to ethical practice. Supervisors should discuss with candidates any particular issues regarding client consent within the context of their professional role and should ensure that organisational requirements for client consent are adhered to. Clients should be informed that the candidate is in training and working under supervision, and should highlight the limits of confidentiality within the context.

Recording sessions

Some qualifications require that candidates record sessions with clients as part of the process of collecting evidence. Recording sessions can also be a useful tool in the developmental process, enabling a supervisor or workplace supervisor and candidate to review sessions together to identify learning points. Specific consent should be sought for the recording of sessions. A sample consent form is available from the Society's website.

Ethical frameworks

Candidates are required to work within the Society's *Code of Ethics and Conduct*. These can be obtained from the Society's website (www.bps.org.uk). Candidates are also expected to maintain an awareness of the HPC's *Standards of Conduct, Performance and Ethics* which are available from the HPC website (www.hpc-uk.org). Supervisors and workplace supervisors should ensure that they are also aware of these ethical codes and should take opportunities to discuss ethical issues in supervision.

Insurance

Candidates are required to ensure that they have appropriate professional indemnity insurance. Often this will be provided by their employer but they will need to check they are covered for all of their supervised practice as a trainee, especially as some may take place outside of their normal employing organisation.

When arranging placements supervisors should ensure that appropriate insurance is in place.

Supervisors and workplace supervisors may also wish to check that their own professional indemnity insurance covers them for their role.

Study time

During periods of supervised practice candidates will require dedicated time to study. This includes reading and reflecting on the psychological literature relating to the current period of supervised practice as well as time to write up reports and other evidence which will later be submitted for assessment.

The supervisor, candidate and, where appropriate, line manager, should agree the amount of study time to be allocated during the period of supervised practice and when it is expected that this will be used. It is beneficial to keep some flexibility in this arrangement, but the candidate's overall study time should be protected.

Whilst study time during placement is strongly recommended, the Society understands that in some employment contexts it might not be possible to provide study time during working time. In such circumstances this should be clearly stated at the outset and supervisors should ensure that the candidate has considered what study time they will need and when they will undertake this. It is important that candidates have realistic expectations about how much study time might be required and when this can be undertaken. Supervisors should help candidates by discussing these matters and helping them to draw up a realistic plan.

Group supervision

Some supervisors may be supervising several candidates and may choose to provide group supervision. This can have advantages for candidates who can benefit from the shared learning experience. When supervising a group of candidates together each candidate will be deemed to have received a limited amount of supervision within the session. Therefore, if group supervision is to count towards the total overall supervision hours required it should be apportioned appropriately. For example, a two-hour supervision session involving a group of four trainees might be counted as 30 minutes of supervision for each individual.

Finally, whilst group supervision can provide benefits to candidates it is not a substitute for individual, one-to-one supervision. Supervisors and workplace supervisors should ensure that there is an appropriate balance.

Private supervision

Often candidates are unable to obtain supervision from a Health Psychologist within their employing organisation. Other candidates may not be employed whilst training. Whatever the reason, it is not uncommon for candidate's to engage private supervision from outside of their workplace or placement setting.

Private supervisors must meet the qualification requirements set out in the *Regulations* and the *Candidate Handbook* for the Qualification and should follow the guidelines provided for supervisors and workplace supervisors in this document. Matters such as the contract are particularly important. Supervisors and workplace supervisors who are not employees of the organisation where the candidate will undertake their supervised practice will need to ensure that they are able to have access to the placement setting and that commercial sensitivities or confidentiality clauses will not hamper their supervisory relationship with the candidate. Where such problems exist they should be acknowledged and a plan agreed to address any difficulties which arise.

Placement duration

The *Candidate Handbook* provides details about the minimum amount of supervised practice which is required. The duration of any particular placement should be agreed and included on the plan of training.

Off-site working

In order to fulfil the full range of competences, a candidate may need to engage in activities outside of their normal post. Where this is the case, practical arrangements for the off-site activity should be clear. The candidate should have clear information about time and place and about who they will meet first when arriving at the place of work.

The candidate must be clear about and ensure compliance with any specific requirements for the site, such as advance security clearance or criminal conviction checks.

The off-site activity should start with an induction, particularly if the candidate has not worked at this site before or for some time. This should include practical information about the site (fire escapes, toilets, lunch facilities, breaks) as well as information about any workplace policies to which the candidate must adhere. This should include health and safety policies and any precautions around lone working.

Where a candidate is undertaking their supervised practice within their normal employment this induction may not require all of the above elements, provided that the candidate has been provided with this information previously and is aware of where to find the information again if needed. However, if any of the information or policies change, or new policies are introduced, then the candidate must be informed.

If the candidate is undertaking their supervised practice in the context of their normal employment it is important that their line manager is aware of how the candidate's post interacts with their approved Plan of Training and is supportive in helping to achieve this. It may be helpful for supervisor, candidate and line manager to meet to agree any particular requirements, such as study time or supervision time, and allocation of particular work tasks to help the candidate gain appropriate experience and development opportunities which are likely to arise during the placement period. It is important that the line manager understands the candidate's status as a trainee and the limitations this may place on their work. For example, there may be issues around confidential information and its use in supervision, the need for which must be acknowledged.

Inter-professional learning

There may be situations where candidates undertake shared learning with trainees in other professions. These opportunities can help the candidate to foster a multi-disciplinary perspective, but the candidate and supervisor must assure themselves that this learning is sufficiently relevant to the skills and knowledge appropriate to health psychology before formally proposing that the learning opportunity forms part of the candidate's plan of training.

Communication before, during and after the Placement

Supervisors should make appropriate arrangements to communicate with the candidate (and workplace supervisor, if applicable) before, during and after the placement. How much communication is necessary or beneficial is likely to vary. Where a workplace supervisor is in place, the candidate and the workplace supervisor should each know how to contact the supervisor if they feel it is appropriate, and should agree to do so in the event of any concerns about the placement. The supervisor and the workplace supervisor will probably have some contact before the placement so that the supervisor is satisfied as to the arrangements for the placement. Contact during the placement is also important. For example, a mid-placement telephone conversation to review progress will help the supervisor to maintain an awareness of the candidate's progress and will give an opportunity for the supervisor to discuss any issues or seek clarification on any matters which may have arisen. At the end of the placement the supervisor and workplace supervisor should make contact to discuss the candidate's progress and any issues highlighted in the supervision report.

Communication with the Registrar/Chief Supervisor

There may be instances where you would like to speak with the Registrar/Chief Supervisor regarding a particular issue that has arisen with a trainee, rather than communicate in writing. If this does occur then supervisor should contact the Qualifications Officer, giving details of the relevant telephone number, in the first instance who can then arrange for the Registrar/Chief Supervisor to contact the supervisor.

Procedure for grievances which occur during supervised practice

Candidates for the QHP (Stage 2) will often be employed during their period of supervised practice. Others will be undertaking their supervised practice within an organisation on a voluntary basis, or will have a consultancy agreement for a particular project. Candidates should have an employment contract, or in the case of unpaid placements an honorary contract, with the institution. This contract should refer to the institution's grievance and disciplinary procedures and a copy of the procedures must be provided to the Registrar/Chief Supervisor. Where possible this should be provided at enrolment and, subsequently, whenever supervised practice is arranged with a new employer or institution.

If the grievance or disciplinary procedure is followed by the employer in relation to either the candidate or the supervisor then the Registrar/Chief Supervisor should be informed that the procedure has been followed and of the outcome. Where appropriate Regulation 5.3 (*Regulations for the Society's Postgraduate Qualifications*) will be invoked.

In some cases the problem or issue which arises may fall outside of the institutions procedures. For example, the candidate or supervisor may be concerned that the other party is not fulfilling their side of the supervision contract or there may be issues which relate specifically to the QHP (Stage 2) which are not considered by the employer to fall under its procedures.

As a general rule the supervisor and candidate should always seek to resolve any issue in the first instance. In cases which do not include the supervisor either party may approach this person to facilitate such discussions. The supervisor may seek the advice of the Registrar/Chief Supervisor if they feel this is appropriate.

If the problem cannot be resolved informally, and the institution's own procedures do not apply, then the following procedure can be invoked.

- i. Where the grievance does not involve the supervisor, the candidate and/or the workplace supervisor should raise the issue with the supervisor and advise them that either the problem has not been resolved informally or that the problem is so serious as to preclude an informal resolution. If the supervisor is involved in the grievance then step (i) should be omitted.
- ii. The supervisor should inform the Registrar/Chief Supervisor that the issue has been raised (if the supervisor is raising the issue then step i will be omitted). When doing so they should provide information about the nature of the problem and any action or discussions which may have already been taken in order to attempt an informal resolution. The supervisor should also provide an explanation about why the problem is not being dealt with by the employing institution's own grievance and/or disciplinary procedures.
- iii. If the issue pertains to the supervisor then the workplace supervisor or candidate may raise this directly with the Registrar/Chief Supervisor.
- iv. The Registrar/Chief Supervisor will discuss the issue with the Chair of the Board and together they will decide whether
 - (a) In the case of a matter related to the conduct of the candidate whether Regulation 5.3 (*Regulations for the Society's Postgraduate Qualifications*) should be invoked. In such a case the provisions of that regulation will apply to the remainder of the case.

- (b) In the case of a matter related to the conduct of the supervisor, whether or not the matter should be reported to any regulator or professional body.
 - (c) In any case whether there should be a change of supervisor or workplace supervisor.
 - (d) Whether or not the placement remains suitable in meeting Qualification requirements and, as a consequence, whether any changes to the plan of training are required.
- v. In all cases the Registrar/Chief Supervisor and Chair of the Board may seek any information they need in order to inform their decision from any of the parties involved (which may include the institution in which the placement is taking place) before reaching a decision. They will attempt to reach a decision and inform the parties involved within six weeks of being informed of the issue. Where this is not possible (for example, because requests for further information have not been responded to in a timely manner) the parties involved will be kept informed about any delays and, where possible, a likely date of resolution.

Issues which may arise on placement

During the course of the candidate's enrolment the supervisor may become aware of difficulties that the candidate is experiencing while undertaking a particular placement. These difficulties may relate to the candidate's welfare and well-being or to their health and safety while on placement.

Issues surrounding the candidate's welfare and well-being

On their enrolment form the candidate will have identified a named individual to whom they are able to take any concerns relating to their welfare and well-being while on placement. If any such issues arise, the candidate is advised to follow this process, but to also discuss with their supervisor (and workplace supervisor, if applicable) at supervision. The Registrar/Chief Supervisor is also available to discuss these issues if this would be helpful.

Issues surrounding the candidate's health and safety

On their enrolment form the candidate will have identified a named individual to whom they are able to discuss any health and safety concerns. If the candidate has any concerns in this regard, they are advised to discuss them with their health and safety contact, ensuring that they also involve their supervisor (and workplace supervisor, if applicable) and the Registrar where necessary.

Concerns about candidate progression

During the course of the candidate's enrolment, the supervisor may find that their candidate encounters difficulties in developing a particular competence(s). If such a situation arises, the supervisor is advised to discuss this with the candidate at supervision. The Qualifications Board is keen to offer additional support in these circumstances and so both the supervisor and the candidate are asked to raise any such issues by completing the 'Report on difficulties in developing a competence' (available online) and submitting this to the Society. The Qualifications Board will then be able to contact both the candidate and the supervisor to discuss what additional support might help in relation to developing the specific competences which have been identified as problematic.

Concerns about a candidate's conduct

If a supervisor or workplace supervisor becomes concerned about their candidate's professional conduct or other conduct (such as academic conduct) during the course of their period of supervised practice, for instance, while on placement within an organisation, then the procedure outlined in the *Regulations for the Society's Postgraduate Qualifications* (Section 5) should be invoked. This will involve submitting a written allegation regarding the misconduct of the candidate to the Qualifications Office, who will report this to the Chair and the Registrar of the Health Psychology Qualifications Board. The candidate will be asked to respond to the allegation, and their response will then be considered by the Chair of the Board who will determine whether there is any case to answer. If the Chair considers there to be no case to answer then no further action is taken and all records relating to the allegation are destroyed. If the Chair considers there to be a case to answer, then this will be considered at the next meeting of the Qualifications Board. If the Board feels that there is no case to answer, then no further action is taken and all records relating to the allegation are destroyed. If the Board upholds the allegation, then the candidate either receives a formal warning or has their enrolment terminated.

Evidence requirements (Assessment and Evaluation)

The evidence requirements for the Qualification can be found in the *Candidate Handbook*.

The supervisor should ensure that they are familiar with these and should review all evidence which the candidate intends to submit. An important part of the supervisor role is to advise on submissions to assist the candidate in their preparation. Understandably, there are limitations to the supervisor role in this respect. For example, a supervisor may advise a candidate that they do not feel the work is demonstrating the standard expected of a Health Psychologist and Chartered Member of the Society, in which case the candidate would be best advised to delay submission until the standard has been improved. However, when work is submitted it will be assessed by two independent assessors and will then go through a moderation process. Candidates should be made aware that whilst the supervisor might advise candidates in a general way about submissions, they will not be involved in the assessment of the work and cannot provide any guarantees about the outcome of the assessment. The supervisor will need to ensure that they provide the candidate with appropriate reports and other documentation as detailed in the *Candidate Handbook* to support the candidate's Portfolio of Competence.

Supervisor training days provide more information about this part of the role.

Quarterly review of development objectives

Candidates are required to have contact with their supervisor at least monthly, and at least six face-to-face meetings per year. A record should be kept of all forms of contact. Contact in between face-to-face meetings can be by telephone or by email. Four of the six face-to-face meetings should be scheduled to take place approximately quarterly in order to allow the supervisor and candidate to complete the quarterly review of development objectives. When commencing the Qualification, the first quarterly meeting will agree the plan for development activities in the first three months and the learning outcomes (competences) which the candidate will aim to develop. At subsequent quarterly meetings the supervisor and candidate will review progress against the previous plan and agree the plan for the coming three months, and identify the personnel who will support the candidate in development of the next set of competences. This will be recorded on the quarterly review form, which also has a final section for the candidate to note any comments or concerns they wish to present directly to the Registrar/Chief Supervisor and/or any feedback for the programme team.

Further information

Supervisors can access further information via the Society's website, where there are pages devoted to the Qualification in Health Psychology (Stage 2). These can be found at: www.bps.org.uk/qhp.

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