



Guidance Notes for completing the Enrolment Form

Please complete all sections of the enrolment form in BLOCK CAPITALS using black ink and return it with the qualification fee or payment details (please see the Schedule of Fees for further info) to:-

**The Chief Supervisor,
Qualification in Health Psychology (Stage 2),
The British Psychological Society,
St Andrew's House,
Princess Road East,
LEICESTER, LE1 7DR.**

Before doing so, you should note the following:

- You must hold the Graduate Basis for Chartered Membership (GBC) of the Society and a Stage 1 Qualification in Health Psychology (either the Society's own Stage 1 Qualification in Health Psychology or a Society accredited Masters programme in Health Psychology) **before** you apply to enrol for the Qualification in Health Psychology (Stage 2).
- If you are applying for Accreditation for Existing Competence (AEC) you need to complete and return the Application for AEC form as part of your enrolment application.
- Please advise us as soon as possible of any disability that may have an effect on your training or assessment while enrolled on the Qualification, so that reasonable adjustments can be made.
- By providing the personal information on this form you are agreeing to the Society processing and holding it only for the purposes stated in our Data Protection Act registration. For further information about these purposes and the Act itself please visit the privacy\DPA policy hyperlink at the foot of the Society's website home page at www.bps.org.uk.

The next stage is to send the following to the Society's Leicester Office or, electronically, via Hightail <https://www.hightail.com/u/bpsqualifications04>:

- Enrolment form
- Plan of Training form
- Application for Accreditation of Existing Competence (AEC) submitted in accordance with the *Regulations for the Society's Postgraduate Qualifications* and the *Candidate Handbook* (if applicable)
- A copy of the contract agreed and signed by you and your approved Supervisor
- Equal opportunities monitoring form, if you have never provided the Society with this information or if your data have changed

- Copy of an Enhanced Disclosure from either the Criminal Records Bureau, Disclosure Scotland or Access Northern Ireland dated in the last two years
- Health reference
- Either the original or an authenticated copy of the certificate for your MSc in Health Psychology.
- Complete references (or have arranged for these to be sent separately).

Section 1 – applicant and placement details

Please ensure that all details are provided to avoid delays in processing your form. You are strongly advised to discuss the placement agreement and placement objectives with both your Coordinating/Workplace Supervisor and your placement host before completing this section of the form.

The placement host is the organisation where you will undertake your supervised practice. You will need to provide details of your line manager at your placement host. Due to the nature of health psychology training, your line manager may also be your Coordinating/Workplace Supervisor, and in these cases your supervisor can complete and sign the sections relevant to both roles.

You will also need to ensure that there is a named person at your placement with whom you can raise any issues relating to your welfare and wellbeing while on placement. Ideally this should, as a minimum, be a support or counselling service, or an occupational health team, which you are able to access. If this is not readily available, you will need to demonstrate through written evidence from your placement host that such support mechanisms could be put into place if the need arises. You are also advised to discuss any issues concerning your welfare and wellbeing while on placement with your supervisor (and, if applicable, your workplace supervisor), and raise with the Registrar if necessary, for instance via your next quarterly review.

You must also provide details of a named contact at your placement with whom any health and safety concerns can be discussed, such as a health and safety officer.

Section 2 – the Work Place Audit

Introduction

An audit is a good way to ensure that a proposed work based learning setting (referred to in this documentation as a placement) will provide a safe and effective learning experience for a candidate. It is a tool to assist Coordinating/Workplace Supervisors when they are considering whether to recommend a work placement for approval and it is part of the documentation required at enrolment. If a candidate changes employment or work based learning setting during their enrolment period an audit will form part of the “Change of Setting” documentation which must be submitted. If a candidate is splitting their work based learning across two or more organisations then a separate audit must be completed for each setting.

The Health Psychology Qualifications Board needs to be assured about the quality of candidates' placement experiences, so an audit review must be submitted on an annual basis.

How to use the Audit Tool

You should carry out the audit before enrolment and review it at least annually. If as a result of the audit you add points to the action plan you may need to review sooner in order to ensure these points have been addressed. The Coordinating Supervisor has overall responsibility for the audit but the line manager, Workplace Supervisor (if applicable) will also contribute and may advise you on an appropriate score for some questions.

For each of the questions you should assign a score (0 or 1) depending on whether you think these audit points are achieved.

- Score 0 if not met
- Score 1 if met

These scores reflect your subjective judgement. The Coordinating Supervisor should take into account the information provided by the line manager, Workplace Supervisor (if applicable) and you (the candidate) when reaching this judgement.

Having completed the placement audit you should look at any point which has scored 0. The Coordinating Supervisor should think about what might be done to change this, in discussion with the candidate, Workplace Supervisor or placement provider as appropriate. Action points should be noted in the action plan at the end of the audit tool. Sometimes it will be possible to change the score by taking simple actions that can be completed relatively quickly; other areas may take longer to rectify. The action plan should be countersigned by the candidate, supervisor and placement provider.

The audit tool and the action plan form part of the enrolment documentation and will help the Chief Supervisor decide whether or not the enrolment can be accepted. If the enrolment is approved then you should review the audit again annually, or if you become aware of any issues in the meantime. The purpose of this review audit is

- To ensure that the placement is living up to expectations
- To review the action plan to see if the proposed improvements have been made
- To identify if any further action is necessary

If there is no change to the response for a particular question just say "no change." If the score has changed then please indicate the new score. The action plan should also be updated if necessary. For some questions you will see the review column has been blacked out. This is because these questions only apply to the initial audit. The review audit should be attached to the quarterly reports and submitted to the Chief Supervisor.

If any of the actions have not been addressed the Chief Supervisor may seek further information or set timescales within which the actions must be undertaken. Ongoing approval of the work placement might be dependent on meeting these timescales.

Approval of placements

The final decision about the approval of a placement rests with the Chief Supervisor. The information you provide, including this audit, will inform the Chief Supervisor's decision.

Section 3 – the Risk Assessment (to be completed for each Placement)

Introduction

The Health Psychology Qualifications Board recognises the importance of assuring that its candidates are undertaking training in a safe environment. Whilst the responsibility for health and safety in the workplace rests with the employer providing the placement, the Qualifications Board needs some information to be assured that the employer has appropriate systems and policies in place. For this reason the Board has introduced a risk assessment process to be conducted prior to the commencement of the placement. The risk assessment should be conducted by the candidate and then reviewed with the Coordinating Supervisor. We hope this will give candidates experience of conducting risk assessments which will help them to take responsibility for their safety in work settings on an ongoing basis.

It is important not to confuse “risk” with “hazard.” Hazard is the potential to cause harm whilst risk is the likelihood or uncertainty of harm occurring. In many of the settings in which health psychology placements may take place the incidence of hazards is likely to be quite low (for example, the trainee health psychologist is unlikely to be working on a chemical plant or with toxic materials) but there are likely to be a factors which could carry a risk of harm (such as lone working or community work with known high risk groups such as drug abuse or violent clients) which do occur. The important thing is that risks can be identified and appropriate policies are in place to minimise the likelihood of harm occurring as a consequence of the risk.

Responsibilities of each party

Primary responsibility for the management of the health and safety of a candidate whilst on placement rests with the placement provider. The candidate will normally be one of the placement provider's employees during their placement. Even where the candidate is undertaking the placement on a voluntary, rather than a paid, basis they are treated as if they are an employee for health and safety purposes.

The candidate has a responsibility to follow instructions and act sensibly to protect their own health and safety and that of others.

The Society is not responsible for health and safety issues in the placement provider's organisation, but does have a duty to only approve placements where it has been provided with evidence that the placement provider has implemented a health and safety policy which identifies, minimises and, as far as possible, controls the risks which may be present in the workplace. We exercise this responsibility by requiring evidence of a risk assessment before approving the placement and seeing certain documentary evidence. The placement audit conducted by Coordinating Supervisors will check that the risk assessment has been conducted and that the appropriate documentary evidence has been collected.

Risk Factors

Risk factors can be grouped into six main areas:

- Work factors – pertain to the role within the organisation and include
 - any specific hazards which may be present on the work site (personal protective equipment should be provided where appropriate, along with training in its use)
 - risks associated with particular aspects of the job. The placement provider should have policies for minimising and controlling risks
- Travel and Transportation – risks associated with travelling for work purposes
 - particularly where the placement involves travel between different work sites.
 - Where the candidate is using their own car they must ensure that their insurance policy includes business use.
- Location and/or region factors – particularly when the candidate undertakes a placement in an unfamiliar location, or where the placement is located in an area with a significant risk of civil disorder, crime or similar danger (for example, a placement located in a country where the Foreign and Commonwealth Office advises against travel).
- General/ environmental health factors – environmental or health issues associated with the specific workplace. This might include infection control procedures, for example, or inoculation requirements for working in some countries.
- Individual factors - personal factors, such as health, disability, linguistic or cultural factors which may increase the risk of illness or accident and which may require specific adjustments or support.
- Insurance limitations – placement providers should ensure that they have public liability insurance, employers insurance and professional indemnity insurance which extend to cover the actions of the trainee on placement with them. In some cases the candidate may be required to take out their own professional indemnity insurance where the cover of the placement provider does not cover the liability of the candidate for injuries to third parties, including clinical errors, or property damage arising from their duties within the organisation. (We recommend that all candidates consider taking out their own professional indemnity insurance policy.)

Placements outside the UK

Very occasionally candidates will undertake a placement outside the UK. In such circumstances the local requirements for placement agreements and insurance must also be observed. It is the responsibility of the candidate to ensure that local requirements have been met and to advise the Chief Supervisor about the steps they have taken.

Process

Before the placement a risk assessment must be conducted (see attached form). This should be completed by the candidate and we recommend asking for an appointment with the organisations health and safety contact for this purpose. It might be helpful to provide

a copy of this form in advance so that the health and safety contact knows what information you will be asking for.

The candidate and Coordinating Supervisor should discuss the risk assessment, particularly noting any hazards or risks which have been identified and the policies and measures which the placement provider has in place to minimise or control the risk.

The risk assessment form should be added to the enrolment form and submitted to the Chief Supervisor with the other enrolment material. If a candidate changes employment/supervised practice setting then the risk assessment forms part of the Change of Setting documentation. If a candidate is splitting their supervised practice across two settings then a risk assessment needs to be completed for each setting.

During the placement any health and safety issues which arise should be reported to the placement provider. The way in which these were resolved or controlled should be discussed with the Coordinating Supervisor at the next meeting.

At the annual review the Coordinating Supervisor should specifically check that the responses given on the initial risk assessment form are still accurate.

Any serious health and safety concerns which are not resolved should be reported to the Chief Supervisor, who will consider whether or not the placement provider remains suitable.

Section 4 – Feedback

In order to help us improve our service to candidates we are collecting feedback from all candidates at enrolment. This forms part of the enrolment process but Section 4 of the form will be removed by the office when we receive your enrolment and will not be sent to the Board or the Chief Supervisor/Chief Supervisor. Anonymous data from this form will be added to data collected from other feedback forms and will be available to the following people:

- The office staff responsible for the administration of Society qualifications
- The Qualifications Boards responsible for running Society qualifications
- The validation panel involved in validating the qualification on which you are enrolled
- The Health Professions Council when they are monitoring or considering approval of the qualification on which you are enrolled.

All data will be kept anonymous.