



The Guild of
Psychotherapists

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Accreditation of Prior Learning (APL) Policy

POLICY OWNER:	Chair of Training
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Places on Sharepoint and website where this policy is stored and need to be replaced by subsequent versions	<ul style="list-style-type: none">• Sharepoint• Public area of website
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This document contains the Guild's Accreditation of Prior Learning (APL) Policy.

The Policy should be reviewed according to the Policy Review cycle.

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1. Introduction and Purpose

This policy outlines the APL policy of the Guild. The purpose of the policy is to allow entry to applicants with suitable life and work experience and previous study who wish to enter the Guild's psychoanalytic psychotherapy training in years 2 or 3 rather than year 1. The APL application process aims to ascertain appropriate levels of prior learning and experience.

In order for the scheme to be credible and for parity to be maintained with training standards applied to students undertaking the full training, there must be a good match between the prior learning and experience of the applicant and the specified learning objectives and competencies required by the Guild.

(It should be noted that entry into year 4 is not possible as the UKCP requires at least 50% of a training to be undertaken with the qualifying organisation.)

Purpose

- To enable fair evaluation of an applicant's prior learning.
- To determine an appropriate level of entry onto the training program.

2. Definitions

There are two types Accreditation of Prior Learning (APL):

- Accreditation of Prior Certificated Learning (APCL) through a formal accredited course.
- Accreditation of Prior Experiential Learning (APEL) applies to relevant experience in work or voluntary settings.

The Guild requires candidates to have a combination of both Certified Learning (APCL) and Experiential Learning (APEL).

3. Applicability

This policy applies to all individuals who apply to the Guild's four-year training in Psychoanalytic Psychotherapy and who wish to use the policy and application to demonstrate suitability to train or suitability to enter the four-year training in years 2 or 3 rather than in year 1.

4. Statutory and Regulatory Requirements and Links to Other Guild Policies

The Guild's APL policy is in line with the UKCP Standards in Education and Training (2017).

The policy should be read in conjunction with:

- The Guild's Training Handbook
- The Guild's current syllabus for the four-year training in Psychoanalytic Psychotherapy.

5. Responsibilities

The Guild of Psychotherapists places responsibilities for the APL policy on:

The Council

The Council has overall and final responsibility for the APL policy and should see that it is maintained and reviewed in accordance with the review cycle. The responsibility for maintaining and reviewing the policy rests with the Training Committee and Chair of Training.

Training Committee

The Training Committee has day-to-day responsibility for ensuring this policy is put into practice and should:

- Manage the APL application process by making the process available and clear and responding in a timely fashion to enquiries and applications.
- Review the application process and policy at regular intervals.

Training Administrator

The Training Administrator will provide members of the public with information on how to use the policy and how to make an APL application.

6. Communication and Training

The Guild of Psychotherapists will:

- Publish the APL process and application in the public area of the website.
- Respond to public enquires regarding APL in a timely fashion by telephone or email.
- Inform staff of the policy and any updates when they occur.

7. Monitoring and Auditing

Monitoring: The Guild Council will ensure the APL process is followed and any irregularity in the application process might be referred in the first instance to the Chair of the Training Committee and in further difficulty to the Guild's complaint's procedure.

Auditing: The Training Committee will bring applications to meetings of the whole committee in order to achieve parity in standards for applications.

8. Questions or Concerns

If you have any questions about this policy, please contact the Chair of the Training Committee for clarification.

9. Review and Updates

This policy will be reviewed according to the policy review cycle and may be updated to reflect new UKCP requirements or changes in the Guild's Training program. Staff will be notified of any significant updates.

APPENDIX A: APL APPLICATION PROCESS

1. Who is able to use the APL process?

Applications will be considered from any applicant who has

- Completed one or more years of a certificated Psychoanalytic Psychotherapy training, normally those recognised by the UKCP or BPC. Previously attended counselling trainings are not applicable for APL as they are not considered of the same standard as the Guild's training.
- Prior clinical experience and be in supervision and personal therapy at a minimum of twice weekly for at least 12 months prior to application.

2. What are the steps in this process?

Applicants will have six steps to complete in an APL application. They are:

Step 1. Candidate profiling

Should the preliminary enquiry suggest that the APL scheme is relevant, the prospective trainee and the Training Committee will embark on the APL process. The first step may involve an initial exploratory interview, so that we can assess his/her needs and requirements and identify the potential match between any prior learning and our specific training. It is to be noted that acceptance is not assured under this process.

Step 2. Completion of an application form

The application form, listing prior academic qualifications, details of other courses, certificates or awards, including certificate of attendance at short courses, and details of previous clinical experience and personal psychotherapy. These will need to be substantiated and references provided. There is a fee for the APL application process, currently £150 to be paid on submission of the application.

Step 3. Submission of written work

In addition to writing about themselves on the application form, the Guild asks for an example of a psychoanalytic theory paper. This may be a paper submitted on a previous course, or if this is not available, the applicant may write a paper based on the Guild's first year essay questions for submission.

Step 4. Submission of details of previous experience in clinical practice

All APL applicants will need to be in supervised clinical practice in order to be considered under this scheme. The applicant will provide details of their practice, including any clinical placements. We also request an account of a piece of clinical work. This may be a paper prepared and submitted during a previous training course or the applicant may write a new paper on their work for submission with the application. The Guild will also require supervisors' reports if available and a reference from a supervisor. The degree of clinical experience will be a factor in deciding which year would be a suitable entry point for the applicant.

Step 5. An interview with two members of the Training Committee

The applicant will have two separate interviews with Training Committee members. There is sometimes a need for there to be a third interview, if agreement cannot be reached about the applicant's suitability.

Step 6. The outcome

The Training Committee will reach a decision about the applicant's suitability to join the training under our APL policy. The decision will recommend the appropriate year group that the applicant will need to join in order to have had sufficient experience of training seminars. There may be decisions which will involve candidates in extra work outside of the given year requirements in order to make up for gaps in prior learning.

In the case where an application is unsuccessful, a written report giving the reasons and recommendations will be sent to the applicant. If the applicant feels the decision needs to be challenged, s/he will need to appeal in writing to the Chair of the Training Committee.

An opportunity to debrief on the process will be offered to the applicant on completion of the scheme, to reflect on their experience.

APPENDIX B: APL APPLICATION FORM

Please answer the following questions and provide the following written essays:

1. Please give an account (not more than 500 words) of why you wish to train and to move your training to the Guild of Psychotherapists.
2. **Prior Certificated Learning:** Please provide details of previous trainings you have attended, included name of organisation, registration body of organisation, dates and where possible syllabus details, curriculum and any degrees awarded. Also provide documentation where possible of attendance.
3. Please explain your reasons for leaving any other training organisation(s).
4. Have you ever been asked to leave a training? If yes, please give details, bearing in mind the Guild may ask the organisation for a reference.
5. Do you have any outstanding complaints against you? If yes, please give details.
6. Please supply the name of your psychotherapist and their qualifications. How long have you seen them and with what frequency? (The Guild will confirm this with them if you enter the training.)
7. **Prior Clinical Experience:** The Guild requires applicants to be in supervised clinical practice. The amount of clinical experience you have will be a factor in the decision about point of entry to the training. Please provide details and documentation if possible, of your past and present practice, including clinical placements.
8. Please submit one piece of clinical writing. This maybe a piece you have submitted to another training body or you may need to write something specifically for the application. You may wish to include in the essay (maximum of 1000 words) topics such as your understanding of psychoanalytic ideas in practice, your understanding of different professional settings and of key ethical issues in psychotherapy, your understand of boundaries and confidentiality, and your understanding of intercultural issues in therapy and an awareness of equality of opportunity.
9. **Knowledge of Theory:** Please supply an essay (maximum 1000 words) demonstrating knowledge of psychoanalytic theory and current debates, bearing in mind the Guild's pluralist perspective. This may be an essay you have already written or you may wish to use the Guild's first year essay topics to think about the essay.

Following submission of your application we may ask you to attend interviews with two members of the Guild's Training Committee. The Committee will then consider your application as a whole and decide on suitability and on which year group you might join.

If the application is unsuccessful, we will write to you outlining reasons and making recommendations. If you wish to challenge the decision, you can make an appeal in writing to the Chair of Training.