CBT Trainee Additional Information

In cooperation with the University of Sheffield and the Service, our recruitment process is joint, in adherence to IAPT requirements. Here are some essential points to be aware of:

Applicants must have a background in mental health or a related field, and should be prepared to complete a Knowledge, Skills, and Attitudes (KSA) portfolio. More information on the KSA portfolio can be found at: <https://www.sheffield.ac.uk/clinicalpsychology/programmes/iapt/ksa> and more general KSA information at: <http://www.babcp.com/Accreditation/CBP/KSA.aspx> .

Currently, course delivery employs a blend of in-person and remote teaching, with the expectation that the majority will be conducted face-to-face. This means trainees must be willing and able to travel to Sheffield for sessions as needed.

# In addition to the study time granted by the service and allocated university days, trainees must also undertake self-directed study in their own time to successfully complete the course.

# Candidate Requirements

Candidates must have a first degree in an allied discipline or equivalent (usually Psychology) in order to be considered.

Candidates from a PWP background must have been qualified and practising as a PWP for at least two years at the start date of the course (from the date of the qualifying exam board) in order to meet national expectations.

Candidates from a core profession background must have at least two years post-qualification experience at the start date of the course.

Candidates are unable to progress through the recruitment process if they are already registered on a Health Education England (HEE) funded programme.

Candidates must either meet one of the following BABCP core mental health profession requirements OR complete a KSA (see below):

* Arts Therapists – HCPC Registered
* Counselling – Accreditation with the BACP, IACP, COSCA, or FDAP (NCAC) - Registration with these organisations isn't sufficient
* Medicine – Psychiatrist or General Practitioner, MBChB or MBBS, and usually PG training with membership of MRCGP, MRCP or MRCPsych
* Occupational Therapy – BSc (Hons) Occupational Therapy, MSc Occupational Therapy, or Dip C.O.T and HCPC Registered
* Psychotherapy/ Psychotherapeutic Counselling - UKCP Registration
* Registered Nurse in Mental Health (RMN), or Learning Disability (General Nursing and Enrolled Nursing is insufficient)
* Social Work – CQSW, DipSW, MA Social Work, or BA/BSc Hons Social Work. Registered with one of four UK regulators - Social Work England (SWE), Social Care Wales (SCW), Northern Ireland Social Care Council (NISCC) and Scottish Social Services Council (SSSC)
* Postgraduate Doctorate in Clinical/Counselling Psychology - accredited by the British Psychological Society and HCPC Registered as Practitioner Psychologist
* Educational Psychology - Doctorate or QEPS - must have BPS Chartership (CPsychol) and HCPC Registration as Practitioner Psychologist
* Health Psychology - QHP stage 2 - must have BPS Chartership (CPsychol) and HCPC Registration as Practitioner Psychologist
* Forensic Psychology - QFP stage 2 - must have BPS Chartership (CPsychol) and HCPC Registration as Practitioner Psychologist

Applicants must be aware that their candidacy may not proceed if they are already registered on a Health Education England (HEE) funded programme. Those who have previously enrolled and failed a funded training course will not be eligible. Withdrawals from a funded course will only be considered upon receipt of an academic reference indicating extenuating circumstances.

# KSA portfolio

Candidates who do not meet recognised core mental health profession requirements must complete and submit an electronic completed Knowledge, Skills and Attitudes (KSA) portfolio to admin@sheffield.ac.uk

A KSA portfolio has a number of criteria which must all be met by every applicant. There are some professional backgrounds which mean that the applicant has already met a number of the criteria, and can therefore provide a condensed KSA. Other backgrounds mean that the applicant must complete all of the sections. Further details on the KSA, and what sections candidates must complete, can be found here: <https://babcp.com/Accreditation/Provisional-Accreditation/Knowledge-Skills-and-Attitudes>

If the candidate is successful at interview the training place will be ratified after the KSA has been assessed as being of a suitable standard by the University.

Please note:

* All KSA candidates should check the BABCP website to confirm which sections of the KSA portfolio they need to complete.
* KSA candidates must produce a statement for each of the relevant KSA criteria and list the supporting evidence that they have provided.
* Each statement is expected to include illustrative examples and sufficient depth of information to demonstrate how the candidate meets equivalence of core professional training in this area.
* In order to be accepted on the course the KSA (or condensed KSA where appropriate) needs to be fully completed.
* For criteria that require a reference or a counter-signature, these should be included at this point.
* Candidates will be eligible to apply for BABCP provisional practitioner accreditation 12 months after meeting the KSA requirements.
* Candidates whose KSA portfolio is not of the required standard will not be eligible to enrol on the training and will not receive feedback on their KSA.

# Previous enrolment on a funded CBT training course

Repetition of funded training is not supported if the candidate has been enrolled on a funded training course and failed. Candidates who have previously withdrawn from a funded course will be considered only upon receipt of an academic reference from the original University. This reference must indicate that the candidate’s withdrawal was due to clear extenuating circumstances which would suggest that a repetition of training would be good use of public money. Candidates should be routinely asked at interview if they have ever completed training elsewhere.

At the interview, the University representative will check whether the candidate has ever been enrolled on another funded CBT course – if yes, the following details are required:

* The reason for non-completion
	+ Fail: The candidate is not eligible to enrol on the training and the interview will be ended at this point.
	+ Withdrawal: The University representative will request the details of the previous institution to request a reference. Candidates in this situation are advised to bring the following information to interview.
* Name of the institution attended
* Name of the course
* Departmental name/ contact number and email for the course

# Current enrolment on a HEI training course

The University of Sheffield is unable to accept any candidates who are currently enrolled on any training course at any other HEI institution. You may wish to include this in your advertisement to dissuade candidates who are undertaking other courses from applying.

# Right to Work in the UK

All candidates who hold a visa should ensure that their visa permits the right to work and study in the UK. As the course incorporates both work and study, it is the University’s understanding that both the student visa and the Graduate Route visa prevent candidates from completing both elements of the course without breaching their visa conditions:

* The student visa is bound by Student visa work conditions which would not allow the candidate to work in the full time permanent position required by the service.
* The Graduate Route visa does not permit the level of study associated with the course.

There may also be restrictions on other visa types. It is the responsibility of the candidate to ensure their visa permits both work and study to the degree required by the course. Any candidate who is successful in obtaining a place on the course, but does not hold an appropriate visa, will not be permitted to register on the course.

If a candidate is unsure as to whether their visa permits both work and study, they should obtain independent advice from an authorised immigration adviser or legal professional.