



Training Committee Meeting: Minutes

Time	Monday 28 th January 2019
Attendees	Yvonne Hemmings, Louise Deacon, Jamie Barsky, Fiona Duffy, Liz Robinson, Marie Wardle, Julia Fox-Clinch
Apologies	Roslyn Law
Chair	Louise Deacon
Minutes	Jess Alton

1. Minutes from last meeting

All accepted. LD apologised for cancelling the previous meeting.

2. Actions from last meeting

Outstanding actions as follows:

- LD, YH and JB to continue to review the complaints procedure – this has begun and is an ongoing task
- LD to put definition of quorate in the terms & conditions document
- RL to circulate suggestions of revisions to IAPT paperwork to all TC members
- JA to complete a summary of extension requests received to present at May 2019's TC meeting
- Discussion about membership documents (LR's agenda item) to be carried forward to next TC meeting
- RL and LD to approach the BACP to open discussions with them as an alternative accreditation option
- FD and PW to provide an update for the TC regarding IPC
- YH to draft an email to send to APT requesting that they make clear on their website that their IPT training does not lead to IPT UK accreditation
- MW to arrange an enquiry to the APT IPT course
- JA to schedule March TC date (see Doodle poll results)

3. New/upcoming trainers (including query from JB)

FD said that her new trainer, LW, has completed all of her recordings and she is due to complete her last two days of teaching.

Action: JA to look at rota of who looks at trainer videos and let FD know who to send Lilian's videos to

JB raised that he has a trainee trainer whose videos and files have all been wiped from the computer and they have just gone on maternity leave. He queried whether there is any way that

the trainee wouldn't have to re-do everything upon return to work. JB confirmed that RL had viewed the trainee's teaching previously.

Action: JB to ask RL to see if she can provide a report on any of the standard requirements and then put this forward to the TC at the next meeting

4. Concerns raised re: two supervisors (LD)

Concern 1: The TC discussed concerns raised by a group of trainees about their supervisor, whilst the supervisor's service manager has written in support of the supervisor. The trainees do not wish to make a formal complaint with IPT UK.

Action: LD to offer a supportive, exploratory phone call with the supervisor to discuss how this situation arose with a view to reflecting upon how it might be prevented from happening again

The TC agreed that we should explicitly state in our Complaints Policy that when similar concerns are raised, which are not formal complaints, they will be discussed by the TC anonymously and handled on a case-by-case basis. In these circumstances, if the TC are suitably concerned, they could escalate the issue and investigate as a formal complaint if necessary. The TC also agreed that an additional option should be added to the Complaints Procedure whereby an informal but direct communication can be made to those involved in the concern/complaint with suggestions and recommendations proposed about how to move forward.

Action: JB, LD and YH to add the above to their review of the complaints procedure already in process

Concern 2: The TC discussed issues following RL's email (sent due to her absence at today's meeting). This also relates to an informal concern about a different supervisor. The TC agreed that, as it is an informal concern, we cannot withhold the supervisor's reaccreditation application (should it be made). The TC also agreed that, whilst course directors are not obliged to submit a complaint on behalf of their students, they can do if they wish.

Action: JB to discuss with RL in response to her email

5. SAR and potential complaint from previous member: update

Not discussed; to carry forward.

6. Requests for extensions

1. MG – to attend a refresher day, and an 18 month extension granted. MG has already been informed.
2. EB – to send JA her attendance certificate after attending the 2-day refresher training, and to ask EB's supervisor to send in a statement to confirm that they approve of reaccreditation.

Action: LD to write to EB to inform her of this decision

7. Review of decision re non-accreditation of training course re IPT with veterans

The decision was reviewed, the outcome was that the TC would not accredit this course, as previously agreed.

8. CPD policy addendum re-accreditation after a break in practice (YH)

The TC all approved the new reaccreditation checklist and CPD addendum document.

Action: JA to add to both documents to the website

9. Re-accreditation requests (YH)

Not discussed; to carry forward.

10. Audit on accreditation status of practising members

Not discussed; to carry forward.

11. Audit of fulfilment of members' CPD requirements

Not discussed; to carry forward.

12. Minimum requirements for pre-training qualifications for IAPT IPT courses

Not discussed; to carry forward.

13. EMDR training issue

Not discussed; to carry forward.

14. New IAPT paperwork

Not discussed; to carry forward.

15. Review of supervisor courses

Not discussed; to carry forward.

16. CPD presentation rota at network meetings - MW

MW has booked a venue for May 2020's Network Meeting in the Midlands. She needs to swap out of her educational seminar slot for November 2019.

Action: JA to email TC members to find someone willing to host/present in November 2019

17. AOB (x4)

1. Application for Accreditation re DP (RL's email)

The TC agreed that, if RL could view the two remaining clips, and if DP completes the extension

request form, she would then be eligible for accreditation.

Action: LD to respond to DP/RL

2. KR Email Request

The TC agreed that this request was fine.

Action: LD to respond to KR

3. JFC query re: AW trainee

Action: JA to email JFC regarding AW's progress with applying for accreditation

4. March TC date

Action: JA to circulate the rescheduled March TC meeting date further to the recent Doodle poll