



### **Training Committee Meeting: Agenda**

Time	10 July 2018
Attendees	Louise Deacon, Yvonne Hemmings, Fiona Duffy, Jamie Barsky, Liz Robinson, Roslyn Law, Matthias Schwannauer
Apologies	Debbie Whight, Paul Wilkinson
Unable to join due to technical difficulties	Marie Wardle, Philip McGarry, Julia Fox-Clinch, Jess Alton
Minutes	Roslyn Law

- 1. Minutes from last meeting**
- 2. Actions from last meeting**
- 3. New/upcoming trainers**
- 4. External investigation re a supervisor (RL)**
- 5. Complaint re IPT-UK member (LD, PW, PM)**
- 6. Issue re individual member (RL)**
- 7. Edinburgh course feedback/approval**
- 8. Requests for extensions (x5)**
- 9. Issue re Level B practitioner (MW)**
- 10. Training providers issuing certificates for re-accreditation (FD)**
- 11. Trainer training document (LD and RL)**
- 12. Complaints procedure update – timescales for response (LR)**
- 13. Process for extended leave from work and IPT training (YH)**
- 14. Process for when CPD requirements are not met (YH and RL)**
- 15. Adding more information to the website about IPT training (YH)**
- 16. GDPR issue re storage of portfolios (YH and LR)**
- 17. New IAPT paperwork**

## **18. Accreditation**

## **19. IPT-UK accreditation of IPC (RL, MW, FD)**

## **20. Review of supervisor courses**

## **21. EMDR training issue**

## **22. AOB**

## **23. Date of next meeting**

### **Minutes**

1. Minutes accepted
2. Actions reviewed:
  - YH will follow JA actions
  - Trainer document review carried forward to next meeting
  - IPT paper work all to email Ros with comments by end of July
  - IPC working group carried forward
  - RL to find BACP contact
  - EMDR letter draft to RL for comment
  - Sole trainer form – RL to comment and circulate to committee
  - Complaint – on agenda
  - Supervisor issue – done
  - KC sent reminder
  - LD emailed outcome of extension request
  - Supervisor course review
  - MS will review and send notes
3. Investigation of IPT supervisor – RL has responded.
5. Complaint – individual has responded with documentation and explanation of issues. No further action required.
6. Issue re individual member – carry forward
7. Edinburgh course approval – provisionally approved and agreed expansion of focus beyond accreditation protocol
8. Extension requests (5) all discussed; outcomes to be sent by LD.
9. Item carried forward
10. Reaccreditation should come from IPTUK – YH will follow up with JA
11. Trainer document has been circulated – approved. Held in IPTUK admin.
12. Complaints procedure update – edits agreed on call and LR will complete edits
13. Propose monthly rate for part year membership and then move to non-practicing member rate (e.g. maternity leave)

14. Must attend CPD event before renewal approved
15. Carry forward
16. Carry forward
17. New IAPT paperwork – committee members to review and sent comments and decision on adopting paperwork to RL by end of the month
18. BACP accreditation
19. IPT-UK accreditation of IPC (RL, MW, FD) – carry forward
20. Review of supervisor courses - in process, FD to send details to RL, RL to circulate review process to other supervisor trainers
21. EMDR training issue – LD sent draft to RL for comment

**Next meeting: 11<sup>th</sup> September at 1:30pm – 3:00pm**