



## Training Committee Meeting: Minutes

Time	Tuesday 12 <sup>th</sup> September 2017, 13:30 - 15:00
Attendees	Liz Robinson, Roslyn Law, Matthias Schwannauer, Marie Wardle, Philip McGarry
Apologies	Julia Fox-Clinch, Debbie Whight, Jamie Barsky, Paul Wilkinson, Yvonne Hemmings
Chair	Louise Deacon
Minutes	Jess Alton

### 1. Minutes from last meeting

- These were accepted.

### 2. Actions from last meeting

- There were no actions to carry forward.

### 3. Call for AOB

- None.

### 4. Introduce Jess Alton

- JA introduced herself and informed the committee that her availability is flexible for now, until the first week of October when her university term begins. After this she will let the committee know of her general availability.

### 5. Requests for extensions

- Wai Yee Ho
  - RL informed the committee that YH is Wai's supervisor
  - There was strong support for an extension to be granted; a 1-year extension was agreed
  - Action: LD to inform Wai, copying in JA and RL
- Kerry Hill
  - Kerry's email does not specify the length of extension requested
  - RL suggested that we have a simple template available on the website for people to complete when requesting an extension
  - Action: JA to draft a template and send to RL for approval
  - Action: LD to contact Kerry to question length of extension requested

### 6. Update on complaints procedure

- Prior to the meeting, LD circulated the committee a proforma of the code of conduct, which needs to be finalised before it is added to the website.
- RL agreed that it looked helpful, but that there is the potential of some overlap as people are already bound by their professional body's code of conduct.
- Maintaining standards and records of CPD and supervision would be a helpful addition.
- MS suggested that it could be cut down and made more IPT-specific.
  - Action: any suggestions of amendments to the code of conduct should be sent to LD by 26<sup>th</sup> September, so LD can revise the draft accordingly

## **7. New/upcoming trainers: Viktoria Cestaro (Ros Law), proposal for new trainer (from Marie Wardle), Richard Duggins and Debbie Woodward - raters needed (from Louise Deacon)**

- RL updated the committee that Viktoria Cestaro has made her submissions and has feedback from MW and PG.
- PG confirmed that Viktoria had passed, and overall had very positive feedback.
- It was agreed that the training institution would issue Viktoria's certificate (i.e. the AFC), and that the raters' signatures would be on the certificate.
- MW and PG consented to their electronic signatures being held by the AFC for this purpose.
  - Action: LD will feedback to Viktoria with her ratings
- RL clarified that new trainer submission requests should be managed in the order that the requests are received.
  - Action: JA to draft a table to document new trainers and relevant details, to send to RL for approval
  - Action: LR will inform JA whether Richard Duggins and Debbie Woodward would be joining an existing training course or running a new, independent course
- MW asked for clarification regarding trainees' videos. RL confirmed that if the trainee will only be delivering one or two sessions of the course, their videos should be of those specific sessions; however, if they would be teaching on many sessions, their videos should be of one focal area, formulation, and a role play.
- LR asked the committee whether Kevin Ward (Northumbria), who has shadowed her training, will be able to co-run the training course with her in March 2018, and then run the course later in the year. RL agreed that this would be fine.
- The committee confirmed the following raters for the following trainees:
  - PW and RL – Katie Jane O'Kane
  - MW and PG – Richard Duggins
  - LR and MS – Debbie Woodward
  - LD and JB (TBC) – Heather Morgan

## **8. Trainer competencies form**

- RL informed the committee that there was an original draft of this form for trainers looking for accreditation, but it only covered trainers working independently. RL and LD have adapted the original form so that it now covers co-trainers as well as sole trainers.
  - Action: LD to circulate form to the committee once she and RL have agreed the draft

## **9. CPD Requirements update**

- RL will get back to the committee in due course
  - Action: JA to add to agenda for next Chair catch-up

## **10. IPT Scotland Membership and Accreditation**

- IPT Scotland is joining forces with IPTUK. In future, all Scottish practitioners, supervisors and trainers will be accredited through IPTUK.
- The current Scotland register will be adopted by IPTUK in January 2018. There will be a transition period over the next few months to give Scottish members time to fulfil IPTUK's membership criteria, and for JA to merge IPT Scotland's register with IPTUK's database.
- IPT Scotland have charged their membership fees since last year, so the Scottish membership will next be charged in January 2018 by IPTUK.
  - Action: MS to send JA the IPT Scotland database this week

## **11. University of Surrey Certificate/Diploma/MSc in IPT**

- LD informed the committee that, if this goes ahead, it will begin in September 2018.
- MS will be one of the external examiners.
  - Action: RL will chase the BPS for an update regarding the course's approval

## **12. Review of supervisor courses**

- RL suggested that the committee should review how the supervisor training course is being approached and delivered by looking at each other's materials and establishing some commonality in what is being delivered.
- The committee agreed that a review should take place.
  - Action: RL and MW to put together a proposal about how this review can be done

## **13. Minimum attendance requirements for the committee**

- It was agreed that committee members are required to be present for at least 3 of the 6 Training Committee meetings each year.

## **14. Response to NICE guidelines**

- RL confirmed that IPTUK's response has been submitted to NICE. Whilst the submission cannot be circulated until NICE have responded, a summary of key points that were raised will be added to the website's news page.
  - Action: RL to draft key points for JA to add to news page
- RL said that we did not have a clear idea of who had signed up as a stakeholder.
  - Action: JA to email Executive Committee to find out whether or not they signed up as stakeholders