



## Training Committee Meeting: Minutes

Date	Friday 10 <sup>th</sup> November 2017, 10:00am – 11:30am
Attendees	Roslyn Law, Yvonne Hemmings, Philip McGarry, Liz Robinson, Julia Fox-Clinch, Matthias Schwannauer, Fiona Duffy, Marie Wardle
Apologies	Paul Wilkinson, Jamie Barsky, Debbie Whight
Chair	Louise Deacon
Minutes	Jess Alton

### 1. Minutes from last meeting

These were approved.

### 2. Actions from last meeting

LD confirmed that she has informed Wai Yee Ho of her training extension (re: agenda point 5 in previous minutes).

JA has created a training extension request form (re: agenda point 5). To be discussed in full later.

LD has contacted Kerry Hill (re: agenda point 5). To be discussed in full later.

LD has revised the complaints procedure/code of conduct draft. To be discussed in full later.

LD confirmed that she has provided feedback to Viktoria Cestaro (re: agenda point 7).

LR confirmed that trainer trainees Richard Duggins and Debbie Woodward are aiming to run new courses (re: agenda point 7); RD from Newcastle, DW from Wales.

MS confirmed that he is waiting for the updated Scottish database; to send to JA in due course.

RL and MW will review supervisor courses in due course (re: agenda point 12).

### 3. Training extension request form

LR suggested some amendments to the form (adding a table stating: client number; number of sessions per client; number of audio/video recordings reviewed per client; whether the client dropped out). All agreed that these were appropriate suggestions.

Action: JA to amend form and update version on IPT UK website.

### 4. Requests for extensions (Donna Shipley, Kerry Hill, Suzanne Cooper-Newark, Carol Mathers)

Donna Shipley – 6-month extension approved.

Action: LD to inform Donna, copying in JA

Kerry Hill – 1-year extension approved, and to attend a two-day IPT-A top up course.

Action: LD to inform Kerry (suggesting [this course](#) at the AFC), copying in JA

Suzanne Cooper-Newark – 3-month extension approved.

Action: LD to inform Suzanne, copying in JA

Carol Mathers – 6-month extension approved.

Action: LD to inform Carol, copying in JA

The committee agreed that supervisors can allow one month's leeway to their trainees' deadlines where they have almost finished their casework but the deadline is imminent.

Action: JA to circulate email to supervisors to inform them of the above

## **5. Update on complaints procedure/code of conduct/complaint re KG**

In the previous Training Committee meeting, MS suggested having more of an IPT-focus to the documents. LD confirmed that she has applied this, and details good practice in accordance with the guidelines of other professional organisations.

MS suggested that the first sentence of the code of conduct could be more explicit – explicitly asking members to be mindful in reflecting on their competencies. Anything more generic would have to be deferred to their professional body in any case.

RL mentioned that a statement about supervision is missing; that the document reads from the perspective of providing supervision, rather than also of receiving supervision. RL suggested that the code of conduct should read that you are in receipt of supervision according to accreditation requirements.

The committee discussed how to communicate the code of conduct effectively with members. It was agreed that the code of conduct should be distributed in the following ways: 1) directly emailed to all members; 2) posted on the news page of the IPT UK website; 3) stored permanently on the IPT UK website within the Members' Area; 4) referenced at IPT UK training events; 5) emailed to members when they register; 6) emailed to members when they renew their membership.

Action: JA to consider how best the code of conduct can be systematically distributed to members upon renewal

Action: JA to finalise complaints proforma (as per RL's email on 08/11/2017), then circulate to the Training Committee for final comments

Action: JA to amend the code of conduct as per suggestions above, then email back to LD

## **6. New/upcoming trainers**

MS confirm that Katie-Jane O'Kane will be joining an established course (joining FD); her anticipated submission date is November 2017.

MW confirmed that Heather Morgan has submitted.

LR confirmed that Richard Duggins and Debbie Woodward have just finished delivering the Level A training for second time (i.e. the second 50% of the course).

RL suggested that we specify at exactly which point the video recordings are to be made and submitted.

The committee agreed that videos should be submitted for external feedback after the trainee has delivered 50% of the course for the second time, so that their feedback can be provided prior to their third time of delivering the course (i.e. delivering the course independently in its entirety).

Action: LD to review what Susan has written in relation to requirements for Richard Duggins and Debbie Woodward; these standards can be reviewed at the next TC meeting to inform the committee's guidance

It was confirmed that Hazel Maxwell-Payne, Kevin Ward, Bob Pritchard and Lilian Wanless will all be commencing training to become trainers

Action: JA to add new trainers' details to the spreadsheet

## **7. Trainer competencies form**

There are two forms to be used for co-trainers and sole trainers, respectively.

The committee agreed to use three ratings: needs development, meets requirements, and excellent.

The forms are to be working documents, filled in collaboratively between the training trainer and the external trainer, and can be used as a framework for providing feedback to the trainee. All raters are to complete their own version of the form, with the external rater filling out their form upon reviewing the trainee's recording (between the second and third course – as above).

MW asked whether a trainer who will be joining an existing team could 'top up', and how they could go about this. RL confirmed that we would credit the trainer with what they have done to date, look at where any gaps are, and then specify the additional training that would be necessary.

## **8. CPD Requirements update**

RL and YH presented their proposal for members' CPD requirements.

The committee agreed that the organisers of IPT UK regional events should provide their attendees with a certificate (if they do not already do so), as attendance at such events will count towards CPD, and that they should send JA a list of attendees so that a centralised log of CPD can be kept and cross-referenced upon membership renewal.

Action: JA to email regional reps to inform them of the above

The committee agreed that JA would conduct a small random audit to ensure that members are fulfilling their CPD requirements upon membership renewal.

## **9. IPT Scotland Membership and Accreditation - update**

Action: MS to send JA Scotland membership database when it has been updated

## **10. University of Surrey Certificate/Diploma/MSc in IPT – accreditation procedure**

To be discussed in the Business Meeting at 11:30am.

## **11. Review of supervisor courses**

To be carried forward to next Training Committee meeting.

## **12. A.O.B.**

Ravinder Kullar (LR)

LR has received an email from Ravinder Kullar, who attended her supervisors' training, to ask whether LR can sign her off, as Helen (Ravinder's supervisor) has retired. LR said that Ravinder can supply some of the necessary paperwork, but not all of it.

RL advised that LR contacts Helen to confirm that Ravinder has met the requirements.

Action: LR to contact Helen in light of the above