

Document Name and Version	7.3 Quality Assurance of Workplace Learning
Policy Number	7.3
Policies that Interact with Policy 7.3	7.4. Quality Assurance of Workplace Learning: Masters in Pluralistic Counselling and Psychotherapy.
Approval Body	Academic Council
Date of Approval	February 2020
Date Policy Comes into Force	25 th January 2021
Date of Review	2025
Revisions	

1. Preamble.

1.1. A core element of professional therapeutic training is the clinical placement. This provides a context for theoretical training, as well as the supervision and skills components of all programmes.

1.2. IICP College ensures that programme work placements provide an appropriate learning environment, and that, where relevant, the practicum allows for the fair assessment of the learner.

1.3. This policy addresses:

1.3.1. QQI Core Statutory Quality Assurance Guidelines¹, Section 5 (Teaching and Learning), which requires that the provider ensures that all learning environment (including work-based learning) are appropriate.

1.3.2. ESG, sections 1.3-1.6 are relevant here.

2. Scope.

2.1. This policy applies to programmes where learners are practising outside of their current scope of practice. In particular this policy applies to (i) undergraduate programmes that carry a practicum component and (ii) Postgraduate Diploma and Masters in Child and Adolescent Psychotherapy.

3. Purpose.

3.1. The purposes of this policy are:

3.1.1. To ensure an effective and consistent approach to the monitoring and review of workplace facilities and resources;

3.1.2. To create and maintain a workplace learning environment that promotes and fosters the achievement of College, Programme and learner learning goals.

4. Responsibility.

¹ Quality and Qualifications Ireland. (2016) *Core Statutory Quality Assurance Guidelines*. Available at: <https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf> (Accessed 20 October 2018).

- 4.1. The Head of Academic Studies is responsible for the overall managerial oversight of Practice Placements, including assessment and supervision.
- 4.2. The Assistant Dean of Academic Affairs is responsible for reviewing, monitoring and the ongoing supervision of work placements. The Programme coordinator is the key contact for learners related to placement and coordinates the vetting and communication with placements and placement managers.
- 4.3. The following table breaks down the tasks, roles and responsibilities in relations to placement management:

PERSONNEL	STATUS	TASKS/RESPONSIBILITIES
Head of Academic Studies	IICP Employee	Management & Oversight of Placement Function With Programme Coordinator, communicates results of 'Readiness to Commence Clinical Placement Applications'
Assistant Dean of Academic Affairs	IICP Employee	Coordination of Placements Coordinate Vetting of Placements Liaise with Placement Managers Liaise with Learners around Endorsement Provision of Support around Placement
Internal Supervisors	IICP Employees	Delivery of Supervision Groups to Learners Sign off on Supervision Group Log
Programme Team	IICP Employees	Review and Evaluate Learners 'Readiness to Commence Clinical Placement' applications.
Clinical Placement Lecturers	IICP Employees	Provide Information to Learners Related to Placement Provide Support to Learners Assess Learners' Clinical Work Recordings
Assistant Manager in Registry	IICP Employee	Processes placement documents submitted by learners Administration Check that All Documents are Submitted and Completed Correctly
External Supervisor	External to IICP	Provision of One-to-One Supervision to Learners Contract to Report to IICP on Supervision Provide Two External Supervisor's Reports to IICP
Placement Manager	External to IICP	Provides Placement for Learners Line Management of Learners on Placement Complete and Return Placement Report Forms to IICP

5. Policy.

5.1. Programmes run by IICP College are designed to be applied directly to the practice of Counselling and Psychotherapy. Where programmes include a practice element then the practice placement must provide an appropriate teaching, learning and assessment environment. In addition, all programme content and assessment activities of an accredited programme apply equally to workplace learning.

5.2. Any practice placement must allow for the fair assessment of the learner. The assessment of learners in work placement is the responsibility of, and is conducted by, IICP College.

5.3. Clinical supervision plays an essential role in learning in practice placements. It supports counsellors and therapists in training in their efforts to become effective and reflective practitioners. Furthermore, it plays a key role in ensuring that therapists meet their ethical obligations. As a central teaching and learning experience, the quality of supervision is monitored by IICP College.

6. Procedure.

6.1. IICP College ensure care and support of learners in work placement in the following ways:

6.1.1. IICP College liaise with placement managers directly to arrange placements.

This is to ensure that placement managers are fully aware of the expectations of IICP College when they accept a learner on placement.

6.1.2. Placement managers are required to contract to engage in specific Teaching and Learning Activities and to support learners in attaining the relevant learning outcomes.

6.1.3. Placement managers must sign the placement contract and must submit placement reports at the end of each placement component.

6.2. The approval of a placement requires the following steps:

- 6.2.1. Initial contact between IICP College and Placement: IICP College discusses with the placement manager the services and facilities that will be available to the learner during their placement. The programme coordinator is the key staff member who acts as the liaison between learners and placements. In order to be accepted the placement must positively identify the existence of minimum supports, including mechanisms to ensure the safety and welfare of learners, clients and the public. These are identified in the supporting documentation: “Criteria for Approving Placements”
- 6.2.2. Where placements meet the approval criteria, then a placement may proceed. Learners must await confirmation in writing from the College before continuing to their placement.

6.3. Monitoring of the placement requires the following:

- 6.3.1. Where necessary or useful, the Assistant Dean of Academic Affairs visits the workplace. This may not occur where there is an ongoing relationship with the placement. Where necessary or useful, a three-way meeting is held with the learner and the placement manager to discuss the learner’s progress and any concerns or strengths that have been identified.
- 6.3.2. IICP College faculty engage learners in a discussion about placement progress during their one-to-one review meetings, ensuring that they are fully supported.

6.4. Supports for learners in their placement include the following:

- 6.4.1. Learners have external supervision for the duration of their placement, and the supervisor submits reports to the College about the learner’s progress.
- 6.4.2. Learners have internal group supervision while on placement, ensuring that faculty can guide and support learners during their practicum.
- 6.4.3. With respect to remote teletherapy methods, IACP have given specific guidelines for the use of such methods, by trainees, during the COVID-19 restrictions. Learners have access to a By Your Side Student Support page which outlines all relevant requirements for readiness for therapeutic work with clients using teletherapy. Learners are also required, prior to commencing Clinical

Placement, to evidence the completion of IACP's Online Counselling training. Any Masters student working with Child and Adolescent clients, evidence of the IICP working with Adolescents online Workshop must be provided.

6.5. Monitoring of Supervision requires the following:

- 6.5.1. IICP College requires that Clinical Supervisors are accredited with IACP, BACP or IAHIP, or an equivalent professional body, as supervisors. This ensures that they have the experience and training required to supervise learners.
- 6.5.2. Teaching and learning in clinical practice includes a focus on supervision, where the learner's experience of supervision, their client caseload, and their selfcare are explored.
- 6.5.3. The clinical relationship between counsellor and supervisor, including confidentiality, is governed by IACP and IAHIP guidelines. However, as part of the contract with learners, supervisors are required to complete supervision reports with and on behalf of the learner they are supervising. Additionally, as IICP College hold ultimate responsibility for learner's development, supervisors are required, on the rare occasion when issues of safeguarding, ethical breaches and serious concerns about a learner's practice emerge, and with the learner's knowledge other than where this might result in a risk of harm to any person, to communicate their concerns to IICP College management. Management manage these concerns through clinical, professional and learner-focused policies and procedures.
- 6.5.4. IICP College furnish each learner with a letter for their clinical supervisor, outlining the course requirements specific to their programme. This clearly communicates the Supervisors' responsibilities.
- 6.5.5. IICP College hold ultimate responsibility for learners on the programme. The Supervision Report informs the assessment process and is therefore included with the learner's assessment material. Any issues identified by the supervisor will be discussed with the learner, and if required with the supervisor who wrote the report.

6.5.6. In the event of a supervisor raising an ethical issue or otherwise not approving the continuing of the learner in clinical practice, then other IICP College policies may be invoked.

7. Supporting Documentation

7.1. Criteria for Approving Placements (BA Programme)

IICP College Pre-Approval Placement Vetting Check-list			
Name of placement			
Address of placement			
Contact person in placement			
Telephone of contact person			
Criteria for Approving Placements – Initial Phone Assessment			
No.	Criterion	Approval	
1.	Client placement hours will be below 5 per week while training.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	A senior member of the placement team will screen the clients in advance of placement with a student.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Monthly line management will be provided to the learner by a member of the senior management team.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	The service has a designated child protection liaison officer.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	The service has a written child protection policy.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	The service has a written suicide prevention policy.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	There is a senior clinician available to the learner in cases where risk is indicated and needs to be reported.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	The service can confirm that the learner will never be left on their own in the building with a client.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	The service is amenable to the learner utilising outcome and process measures as part of the therapeutic process.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	The service is amenable to the learner taping (with client consent) sessions for assignment purposes.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.	The service is willing to complete the placement report form at the end of clinical placement modules.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

OFFICE USE ONLY	
Completed by:	<div>_____</div> <div>(Member of Registry) Date: _____</div>
Recommendation:	<div>Passed Placement Visit Screening <input type="checkbox"/></div> <div>Does not Meet Criteria <input type="checkbox"/></div> <div>Queries for Follow up <input type="checkbox"/></div>
	Comments
Approved by:	<div>_____</div>

7.2. Criteria for Approving Placements (MA in Integrative Child and Adolescent Psychotherapy)

Placement Report Form – Part 1

Thank you for providing our learner a placement within your organisation. Please complete this confidential internship form at the start of the placement and return it to the learner who will submit it before they commence their placement.

Name of Learner	
Name of Placement	
Address of Placement	
Contact Person in Placement	
Telephone Number of Contact Person	
Agreed Time & Place of Placement	

The aforementioned student is a learner on our Level 9 MA in Integrative Child and Adolescent Psychotherapy. As part of this module, learners are required to complete 100 hours of clinical practice with children and adolescents under supervision. The clinical learning outcomes for this programme are as follows:

- Debate children and adolescents' therapeutic needs, including ethical and legal concerns, issues of psychological and emotional distress, mental health, family dynamics and trauma.
- Critique the therapeutic relationship and clinical alliance as it applies to therapy with children and adolescents.
- Master a range of standard and specialised process and outcome research tools and techniques of enquiry suitable for use with children and adolescents.
- Conduct assessments, select and apply a range of complex therapeutic and interpersonal skills to work with minors, drawing from multiple theoretical orientations, and critically consider outcomes in complex clinical situations with youth.
- Respond to diverse cases, involving complexity with children and adolescents, using best practice principles in an integrative orientation for child therapy.
- Display advanced skills in managing complex issues involving counselling and psychotherapy and research with youth in a variety of settings.
- Showcase leadership skills in the integration of theoretical approaches in professional practice related to child therapy.
- Respond innovatively and critically evaluate complex clinical cases with children and adolescents, showcasing appreciation for process and outcome as it applies to child therapy.
- Practice independently, using an integrative approach under indirect supervision, demonstrating ability to reflect on therapeutic work with children and adolescents.

The assessment strategy of the programme involves use of outcome measures (CORE-YP or CORS) with clients and includes preparation of transcript and evaluation of taped sessions with clients. Learners on placement are required to tape sessions, with client and parental consent, and if this is not possible in your agency, we would appreciate it if you could let the college know, so that we can support them in obtaining an alternative placement. We appreciate that not all placements can facilitate taping or use of outcome measure, but as it is a course requirement, we want to be transparent about the requirement. IICP College require that learners have professional indemnity in place. Before commencing clinical work, learners will contract with their individual supervisor. They are also encouraged to attend any group or onsite supervision provided by the placement agency; however this is considered additional to one-to-one supervision. While learners on this programme are qualified practitioners, they

are undertaking a course of study in Child and Adolescent Counselling and Psychotherapy. As such, although they will be competent and confident practitioners in work with adults, this placement will essentially be a work-place learning activity for learners regarding clinical work with children and adolescents. As placement manager, you agree to support and conduct placement specific teaching and learning activities such as:

- Planning & coordination of the logistics of the placements.
- Designing appropriate learning activities for the learner (i.e. involvement at team meetings/case conferences etc.).
- Provision of appropriate guidance and scaffolding to learning.
- Providing feedback to learner on their performance.
- Assessing the learning outcomes.

In order to provide a safe, productive and supportive learning environment for our learners and the clients with whom they engage, we require that you confirm the following:

An appropriately qualified and accredited clinician is screening and referring the clients to students. This person understands the needs of the child and adolescent clients and the developmental stage of the therapist.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is a clearly defined child protection policy and a designated child protection liaison officer in place in the agency.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Formal written parental consent has been obtained in advance of referral to the student.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Learners will not be left on their own in the premises with children and adolescents.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The premises have appropriate rooms and equipment for use with children and adolescents.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is a senior clinician, with a qualification and experience in working with children and adolescents who will act as the line manager for the learner while on placement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The case manager agrees to provide line management supervision at least once a month for the student.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The agency is willing and able to complete the placement report form for each learner that they accept on placement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The agency is willing, with client and parental consent, to allow taping and use of outcome measures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
That the student will be fully supported in their placement in terms of line-management and performance review.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

You will also be required to complete part 2 of this form at the end of the clinical placement for the MA in Integrative Child and Adolescent Psychotherapy. If you are happy to agree to the placement requirements as set out above, please sign and return pages 1-2 of this form to the learner or directly to the placement officer at IICP

Signature_____ **Date**_____

(Placement manager)