

Association for Family Therapy

Guidance Notes for Application for APEL route to registration with AFT as a



“Systemic Supervisor for work with couples, families and individuals”

The Association for Family Therapy recognises the importance of skilled supervision and consultation throughout professional life and the need for high level skills to carry out that work. In recognition of the specific knowledge and skills required to carry out supervision and consultation AFT has developed the “Red Book”, setting out competencies for supervisors and standards of course delivery. The document, “Registering as a systemic supervisor and requirements for continued professional development” sets out:

- 1) The process for registration as a supervisor with AFT;
- 2) Arrangements for Re Registration and Continued Professional Development.

This document sets out the process for applying for registration as a systemic supervisor through the “accreditation of prior learning and experience route”.

Please note that the word supervision is used throughout. This does not imply a line management role, although agency context will sometimes determine that both roles are carried out concurrently (please see Code of Ethics and Practice for Supervisors). It is assumed that psychotherapists on the register will be able to supervise and consult to a range of professions and to systemic psychotherapists in training as well as those who are qualified. All supervisors have a responsibility to be aware of the limits of their expertise and should not practice outside these limits.

The APEL route (Accreditation of Prior Experience and Learning)

This route is for exceptional circumstances. The usual route to the register is through an accredited course. (See AFT Red Book) Please note that all applicants for this route will need to be a member of AFT and registered with UKCP as a Family and Systemic Psychotherapist (or any statutory system of regulation replacing UKCP e.g. HPC)

This is intended to provide a route to becoming a registered supervisor for the following groups:

1. Family and Systemic Psychotherapists who have practiced as a supervisor for many years and have a great deal of experience but did not take advantage of the now closed grandparent route. It is expected that such applicants will have attended to their CPD as a supervisor.
2. Those who have done substantial supervisory training on a course not accredited by AFT. This includes applicants from overseas and those who have done substantial training outside the modality and can also demonstrate that they have formally acquired knowledge and competence in supervising within a systemic modality.

Applicants for this route must be able to demonstrate substantial experience of supervisory practice in a systemic modality. (at least 5 years)

Process for making an application

1. Complete the APEL application form. This can be downloaded from the AFT website www.aft.org.uk. If you have any difficulty please email s.kennedy@aft.org.uk or telephone 01925 444414.
2. Submit the application form together with:
 - a. A cheque for the fee of £200, made payable to AFT Ltd.
 - b. References from 2 supervisees and 2 other professional colleagues who can comment on supervisory competence. At least 2 of these references should comment on supervision to family and systemic psychotherapists or practitioners either qualified or in training. One should usually be able to comment directly on supervision because they have observed your supervision or have been a supervisor to your supervision.
 - c. A piece of work giving an account of development as a supervisor, current supervisory position statement and aims for further development. (max 2,500 words)
 - d. A written account of a piece of supervision highlighting your supervisory relationship, interventions, ethical issues and demonstrating use of self and relational reflexivity. (max 2,500 words)
 - e. Completion of the document attached to the application form (Appendix A) which asks you to give evidence that you have met the competencies laid out in the Red Book.
 - f. An account of the way in which you have undergone CPD for your supervisory activities.
 - g. Evidence and details of training and an account and, where possible, evidence of undergoing relevant CPD.
 - h. Current CV.

Application Requirements

Applicants must be members of AFT and Registered with UKCP as a Family and Systemic Psychotherapist (or any statutory system of regulation replacing UKCP e.g. HPC) and fulfil one of the following sets of requirements. Please note: Fulfilment of requirement is not an automatic route to registration and the various documents submitted will be assessed by the registration committee of AFT

1. Continued supervisory practice of systemic work for at least 5 years, completion of a minimum of 250 hours of supervisory practice with systemic psychotherapists or

those in training and have attended at least 2 CPD events focused specifically on supervision.

2. Completion of a non- accredited supervision training course which equates to the Red Book Requirements. Details of the course content, hours of supervision and assessments will have to be provided. Applicants will also be required to have supervised systemically for at least 2 years post training.
3. Have completed a supervision training which is not necessarily systemic but measures up to the expectations and rigour of a course based on the Red Book. These applicants will also need to give detailed information on the content of the course, supervisory practice requirements and assessments. Applicants will also need to demonstrate specifically how they have used CPD to ensure that they can transfer skills to systemic work. Experience of live supervision will be required together with at least 2 years of systemic supervision experience post training.

Scrutiny by the Registration Committee

The Application will be considered by a panel of 2 Systemic Psychotherapists appointed by the Registration Committee. One of the following decisions will be given:

1. Refusal – details will be given.
2. Request for more information
3. Request for further training or supervisory practice. It will be recommended at this point that the applicant works with a registered supervisor to develop their application.
4. Acceptance on the register. Once accepted on the register the applicant will enter the CPD cycle

If an applicant, on receipt of application, is clearly not eligible for this route, paperwork and fee will be returned but AFT will keep £15 for an administrative fee. Once that application has gone out to panellists the full fee will be charged..

Completing the Application Form

Question 2: Employment: Please list all roles that you currently fulfil including any private practice. Please give details of employers where appropriate

Question 3: Grounds for Application via the APEL Route: Please look at the 3 sets of application requirements set out above and indicate the specific circumstances that lead you to make an application via the Apel Route.

Question 4: Supervision Training: Please give details of any substantial supervision training you have undertaken with details of the hours of academic work and required supervisory practice. If possible, include copy of handbook. You will require validation of your

attendance and performance on this training. A Certificate or letter from the tutor would be acceptable evidence.

Question 5: Supervisory Experience: Please document all supervisory experience remembering that no distinction has been made between consultation and supervision. Please indicate in “method” when you have done live supervision.

Question 6: Continued Professional Development: Please list all relevant CPD events and give information on how you have received supervision or consultation of your supervision and who was your supervisor.

Question 7: Complaints and Ethics: Please give details of any ongoing or upheld complaints. This can be done on a separate sheet. Please indicate the body to which a complaint has been made and the likely timescale for decision making.

Please ensure that you read the AFT Code of Ethics and Code of Ethics for Supervisors and indicate on the form that you agree to abide by these. You will find them on the AFT website,

Question 8: Competencies: Please use Appendix A to complete information on how you have achieved the “Red Book” competencies. Please evidence this with examples from your practice.

Attachments

Please send in your typed Application form together with:

- CV
- Check list of competencies (Appendix A)
- 4 references (See appendix B)
- 2 pieces of written work
- Information and evidence of training and CPD as specified.

Please send 3 copies of your typewritten application form and all other information to Sue Kennedy, AFT, 7 Executive Suite, St James Court, Wilderspool Causeway, Warrington, WA4 6PS.

Decision Making

The application will be assessed by 2 members of the Registration Committee. They may ask for further information and/or verification and this may slow the process but you should hear within 2 months of your application being submitted. (Please see above for further details)

Other useful Documents

- Red Book
- AFT Code of Ethics
- AFT Code of Ethics for Supervisors
- Registering as a Systemic Supervisor and Continued Professional Development

All documents can be found on the AFT Website - www.aft.org.uk

Re- Registration as a Supervisor and CPD

1. Re-registration will take place every 5 years. A small administration fee will be charged. Details of currently registered supervisors will appear on the website and put forward to any register of supervisors UKCP may develop. If UKCP devise a register of supervisors AFT will ensure that their cycle and process ties in with UKCP in a way that does not increase burden or expense for psychotherapists.
2. CPD requirements
 - a) Specific supervision of supervision at least 4 times a year for a minimum of an hour. This can be part of the required supervision for registration as a psychotherapist but must be dedicated to supervision. This can be done as a peer group activity.
 - b) Attendance at a CPD event specifically focused on supervision twice during the 5 year period. This can be part of the requirement for registration as a psychotherapist.

Process

Completion of a form which lists CPD activities and a short statement of 250-500 words on supervisory development during the past 5 years. Until HPC regulation this can be done to coincide with the cycle of renewal as a registered therapist and be an addition to that paperwork.

Registration Committee will review the submissions and if requirements are not met then a plan of action will be made in collaboration with the committee, Failure to do this could lead to removal from the register.

Successful complaints against a therapist will automatically lead to a review of supervision status by the Registration Committee.

Supervisors will have to abide by the code of ethical practice for supervisors

Chair of Registration Committee