**University of Sheffield**

**IAPT Cognitive Behavioural Psychotherapy (CBP) Programme**

**The KSA Process**

The University of Sheffield PG Diploma in CBP course is a BABCP Level 2 Accredited course. The Course is required to take responsibility for formally assessing Candidates’ suitability for training in CBP.

For Candidates who do not have a recognised relevant Core Professional training or qualification, the course undertakes a formal and robust process of selection which considers the Candidates’ previous training and experience to assess suitability for the CBP training provided on the course.

These Candidates are assessed through the core Knowledge, Skills and Attitudes (KSA) criteria, equivalent to a recognised Core Professional training or qualification. This document is an academic piece of work and needs to be written to a postgraduate level.

The University of Sheffield KSA assessors are: Dennis Convery, Catherine Machin, Alison Pickard, Maggie Spark, Abi Bradbury, Eleanor Morton and Rachel Clarke.

The University of Sheffield is responsible for assessing the Candidate’s KSA Evidence (Portfolio) in order to meet Course requirements. The portfolio must be completed and signed off by an assessor in order for the trainee to pass the course. This will be completed at two points; at interview and at week 6.

A completed portfolio is to be submitted at interview, this should include all the relevant information (please see below), this must include all references and evidence.

***At interview***

At interview, the course assessor will assess if a candidate portfolio meets all of the KSA criteria prior to entry onto the course. The KSA needs to be completed or completed with only minor amendments needed. **Please note that all references and evidence needs to be included at this point.**

The assessor will assess the portfolio and consider:

* Does the KSA Candidate appear to meet the KSA criteria based on the summary Information provided?
* If yes, the portfolio will be signed off prior to commencement of the course
* If not, is the shortfall moderate (one or two criteria not met, and not those that the assessor would deem too important to be absent, for example criteria 5 Competency in Key Relationship Skills)
* Could the moderate shortfall be met by feedback from the assessor by week 6 For example, expanding on clinical examples or past training?
* If the assessor does not assess that the Candidate will be able to meet the KSA criteria at week 6 they will not be accepted on to the course and feedback will not be provided.

Only portfolios that require minor changes or supplementary evidence will be accepted at selection. It is expected that unsuccessful applicants will attend the department to collect their portfolio, feedback will not be provided to unsuccessful candidates.

***During the Course***

Following the assessment of the Candidate’s portfolio at interview the Candidate will be given feedback of what criteria’s they need to work upon to meet the KSA criteria. Candidates can request a 1.1 tutorial with the KSA assessor that marked their KSA in the introduction weeks of the course (week 1 and 2). The KSA is a formative submission therefore the usual course assessment process applies, the KSA will have a deadline at week 6 of the course.

It is desirable that Candidates utilise the time prior to the commencement of the course, to use the feedback given to meet the KSA criteria.

Information can be found on the BABPC website, the University of Sheffield website and the following guidelines provided in this document.

It is important that you complete the requirements cited by the BABCP *for Minimum Evidence for Course Assessment* ([www.babcp.com/Accreditation/CBP/KSA.aspx](http://www.babcp.com/Accreditation/CBP/KSA.aspx))

***General advice***

The paperwork required for a completed KSA Portfolio

* KSA 1 - Criterion Checklist to identify what evidence you are citing
* KSA 2- Self Statement required for criterions 1-4 knowledge and 11-13 Attitudes
* KSA 3 - Countersigned Self Statement required for criterions 5-10 skills
* KSA 4 – Reference criterions 11-13 (ensure that the referee is given the guidelines)
* KSA 5 – Self Directed Study Record
* KSA 6 – Biography
* KSA 7- Document List

The file needs to be organised, with dividers between each section, statements and appendices with clear labelling throughout. If plastic wallets are used ensure each page of each statement or reference can be read without taking them out of the file.

There needs to be a variety of references though out the portfolio. The candidate also needs to draw on skills from a variety of job roles.

Please note that referees will be verified/contacted on a periodic basis.

Previous trainees have struggled to revise and complete their KSA during the course due to the level of work required. Therefore, the course requires that final submission is at week 6 of the course. Please note the KSA has to be successfully completed to complete the course. The year of accountability commences from the date at which the student meets the last KSA criteria. Early completion of the KSA allows the accreditation process to commence sooner.

***Portfolio organisation and labelling***

The criterion checklist should be at the front, followed by self- statements 1-13 with the references included within the section. Followed by the Biography, Document list and appendices. One off evidence relating to a statement may be included in the section with the statement. Ensure all evidence is clearly labelled on the list within the statement and in the appendices

Tips for writing statements taken from the BABCP guidelines:

‘A Self statementprovides the opportunity to make a full summary of the following information:

* How the knowledge, skill and/or attitude was learned and acquired, *for example where the training and/or experience was undertaken. This maybe a substantial training or many shorter training sessions for example master classes or mandatory training. Knowledge can be acquired through substantial shadowing and clinical supervision.*
* Briefly, **what** knowledge and/or skill was learned or acquired with key references
* A **critical appraisal** of how this knowledge and/or skill applies to psychotherapeutic roles
* **Illustrative example/s** of the application of the knowledge and/or skill which demonstrate critical learning from the training and clinical understanding (**Please note these need to be specific examples and a minimum of two for each criteria).**
* You need to **evidence** your statements its not good enough just to state what you believe you can do
* At interview all references and evidence needs to be included.
* You need to cite a range of references; they need to be able to attest to your self-statement or to give a reference. For example, if you cite a manager for criterion 5 they have to have observed your competency in key relationships skills.

**In general all Criterions must adhere to the following formula;**

1. **What training supports the criterion?**
2. **What have you learnt from the training?**
3. **How have you applied this to your practice?**
4. **Include 2 illustrative examples to demonstrate how you have applied it**

***Specific guidance***

**Criterion 1- Life stages and human development**

Breath of knowledge of **ALL** life stages- break it down with children/adolescents, working age and older adults.

Please include:

* key theorists and main theoretical points
* include any reflections on the theory gained from your experiences of working with different age groups
* Have you applied this knowledge in practice?
* How do you adapt therapy in relation to the life stages?
* What have you learnt about the theory and age group?
* What have you learnt about yourself?

*Evidence* should include university transcripts (developmental psychology module), certificates from any relevant CPD days undertaken, mandatory training and clinical supervision. There should be a mixture that includes more than just undergraduate teaching.

**Criterion 2 Health and social care approaches**

The self- statement should demonstrate your knowledge of:

* key National legislation, National guidance, local policies, service models etc. listed in the BABCP guidelines.
* The applicant should demonstrate their understanding of the key points of their acquired knowledge by summarising a few key points for each one.
* The statement requires Illustrative examples to demonstrate how and when you have applied legislation and what you learnt.

*Evidence* might include NHS mandatory training days, teaching from professional level CPD etc.

**Criterion 3 Psychopathology/ Diagnostic skills**

The self- statement should demonstrate

* knowledge and understanding of the main classification systems and types of psychopathology
* your understanding of how diagnostic criteria work in these systems and a brief descriptions of the tools you are familiar with.
* How do you use these in relation to your clinical assessment –consideration of the strengths and weakness of measure and diagnosis?
* To demonstrate your understanding of broader range of clinical presentation than IAPT common mental health problem.
* 2 Clinical illustrations should be included and should include one example a Serious Mental *Illness*

*Evidence* might include training you have completed at undergraduate (Abnormal Psychology module), PGC and in-house training and further professional training.

**Criterion 4 Models of Therapy**

Each module cited requires the equivalent of 3 days training this can be made up of several small courses in four different substantive theoretical models (see the list on the BABCP guidance). Sub-categories of a particular approach all count as the same. For example, mindfulness-based cognitive therapy, REBT and ACT all fall under the theoretical framework of Cognitive and Behavioural therapies. IPT Counselling for depression, Couples Counselling all fall under the theoretical framework of Humanistic.

For each model

* give a brief overview of how you have developed your knowledge in this area.
* identify key theories, describe the main points of their theories
* identify the implications for treatment.
* You must give illustrative examples for the four models of therapy cited to fulfil this statement. Have you applied this knowledge in practice? If you haven’t done the formal therapy itself, how has it helped your thinking to understand someone’s difficulties from this perspective?

*Evidence* should include training certificates, and can helpfully include evidence of self-directed study to supplement weaker knowledge of one or two models.

If the applicant has some training but not the equivalent of 3 days they can complete a case study. The case study should include the theory underpinning the model, demonstrate their understanding of the approach re suitable disorders, critiquing the model and how do they use this knowledge in clinical practice. Concise 2 pages.

If the applicant has **not** completed 3 days training they could gain this knowledge through gaining supervision with the relevant professional to discuss how the model of therapy can be applied to a patient that the candidate has assessed. The candidate needs to complete self directed reading and complete a case study to demonstrate their knowledge and understanding (please see above of what needs to be included).

**Criterion 5 Competency in key relationship skills**

What are key relationship skills, demonstrate understanding of these skills by naming the skills and why they are important.

* Give a minimum of 2 detailed examples that demonstrate your competence in practising these skills how do you develop, maintain and end alliances e.g.
* in a specific example when you have used key relationship skills to aid your clinical work for example managing a rupture or engagement issues.
* Examples of how you applied these principles.

**Criterion 6 Maintain and manage records and reports**

The self-statement should demonstrate your knowledge and understanding of the management of formal and informal records and other professional documents.

* The applicant should show how have they have acquired these skills – reference the training you have received and the key skills policies and legislation covered
* Demonstrate your understanding by explicitly setting out the principles involved in good record management, and the key contents of the relevant legislation and policy documents
* This should include the ability to complete detailed clinical reports and referrals to other services
* 2 detailed illustrative examples should be included of management of records

*Evidence* is likely to include workplace mandatory training and induction training. Job descriptions or person specifications can support this criterion

**Criterion 7 – Communication with services and colleagues**

This criterion is an opportunity to demonstrate that the applicant can develop and maintain communications with professional and non-professionals.

* The applicant should state how their skills have you developed and how.
* The applicant should consider how they adapt their approach and language to different groups
* This statement should include two detailed illustrative examples of how you have successfully applied these in practice.
* Have you had any training? What did the applicant learn?
* These examples need to be broader than multidisciplinary teams in Mental Health and include Non Health Professionals

*Evidence* can include: PowerPoint presentations of any talks given, Job descriptions or person specifications can support this criterion

**Criterion 8 Awareness of risk**

Please ensure that you follow BABCP guidelines, this criterion requires the applicant to demonstrate a knowledge and understanding of all areas of risk – not just risk of suicidality.

To structure the discussions re each risk identified by using specific headings and paragraphs to aid clarity.

* For each area of risk demonstrate your understanding of the key issues:
* how you would assess these, how you would manage them
* referencing this to specific training you have completed and the key learning acquired.

*Evidence* can include: Mandatory training and induction training e.g. management of risk, safe guarding, Prevent

**Criterion 9 Criterion 9. Comprehension of research**

Please ensure that you refer to BABCP guidelines.

* Reference to undergraduate level research teaching and projects should be included.
* Describe the types of research concepts and methods you have learnt about
* Give some clear examples of your use of critical skills in understanding research e.g. detail the assignments, presentations, audits you have completed.
* It is important that you demonstrate your ability to reflect critically in the statement for example what you learnt from any research what did you find, what were the limitations of the study? How have you used what you learnt within your clinical practice, how has it added to the body of the work on the subject?

*Evidence* can include; degree dissertation, post graduate research, literature reviews, published papers.

Criterion 10 **Criterion 10. Commitment to ethical practice**

Please ensure that you follow BABCP guidelines, this criterion requires the applicant to demonstrate a knowledge and clinically understanding and application of ethical practice.

An ethical dilemma is a situation in which a difficult choice has to be made between 2 courses of action, either of which entails transgressing a moral principle

* How have you acquired the knowledge to practice ethically through training courses and professional training and undergraduate training.
* Demonstrate your understanding of these principles through describing and critiquing the principles
* Demonstrate your clinical application use of these in practice with a minimum of 2 detailed illustrative examples of working through ethical dilemma in a reflective way alone or with the aid of supervision.
* What were the issues which made it an ethical dilemma for you? Which ethical principles felt in conflict with each other? How did you reach a decision to choose a particular course of action?

Evidence can include: specific and relevant training

**Criterion 11 Fitness to practice and suitable at a personal level**

Please ensure that you follow BABCP guidelines, this criterion requires the applicant and reference to demonstrate fitness to practice.

* The referee and applicant statement should focus on different aspects
* Please ensure the referee has been given the instructions of what should be included e.g. DBS, complaints etc.
* The applicant should demonstrate for example that they are aware of the limits of their practice
* Consider how the applicate demonstrates self care
* Statement and reference should include illustrative examples

**Criterion 12 self-evaluation and reflective**

Please ensure that you follow BABCP guidelines, this criterion requires the applicant and reference to demonstrate that the applicant has the capacity to reflect on and evaluate their own values, priorities, beliefs and internal processes

* The applicant self-statement should demonstrate that their ability to be reflective and self-questioning.
* How have they developed this capacity? What processes have aided this capacity e.g SP/SR?
* How has the applicant’s capacity to be reflective and self-aware impacted on their clinical work?
* The statement needs to demonstrate a reflective writing style
* Two illustrative examples are required
* Please ensure the referee has been given the instructions of what should be included within their reference including illustrative examples

**Criterion 13 has inquiring mind and science practitioner**

Please ensure that you follow BABCP guidelines. This, gives examples of what both the reference and the statement are asked to demonstrate e.g. a curiosity and spirit of enquiry in evidence based approaches to mental health.

The applicant should demonstrate:

* understanding of science practitioner approach
* being informed and feeding back into research evidence
* reference use of research evidence to influence professional practice
* an evidence-based approach to identifying problems and finding solutions
* ongoing involvement in and contribution to the evidence-base
* involvement in research and audit adding to the evidence based
* development of innovations within clinical practice
* involvement in Journal clubs
* two illustrative examples
* Please ensure the referee has been given the instructions of what should be included within their reference

**Criterion 14 Clinical Experience Record**

**Please use KSA6 Clinical Experience Record**- to list your clinical experience

**KSA 7 Document list**