

# Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC) Supervision Policy (2025)

Statement and criteria for PCIPC UKCP supervision and supervisor recognition/registration

## Introduction

This document sets out to:

- meet the requirements of the UKCP Supervision Policy (2018) which asks for college-specific supervision statements
- specify, in line with the UKCP Supervision Policy, the requirements for supervision for both trainees and qualified members of the PCIP College
- define the criteria by which practising supervisors and registered members of the PCIP College are nominated to the UKCP supervision directory
- define college-level Standards of Education and Training (SETs) that are additional to the UKCP SETs for supervision trainings.

It should be read in conjunction with UKCP's Supervision Policy, Standards of Education and Training for Supervisors, and Practice Guidelines for Supervisors.

## 1. Definitions of 'supervisor'

A supervisor is someone who is suitably qualified and experienced to provide supervision to UKCP psychotherapists or psychotherapeutic counsellors/trainees. They are normally UKCP registered either as a PCIPC full clinical member (whether psychotherapeutic counsellor or intersubjective psychotherapist) or as a full clinical member of another UKCP college. They may also be registered with another professional body in an equivalent category.

Supervisors are normally required to meet additional criteria in order to work with students and trainees. Supervisors are additionally required to meet specialist criteria in relation to working with children and young people in order to work with both qualified child psychotherapeutic counsellors and trainees.

Every organisational member (OM) must specify their criteria for suitability for supervisors in each category relevant to their membership and trainees in line with section 4 (below). OMs may accept non-UKCP registered supervisors who are registered with another relevant professional body and have a level of experience and training equivalent to that required for entry in the UKCP supervision directory.

Supervisors who are UKCP registrants and meet the relevant requirements are entered in the UKCP Supervision directory as a supervisor of psychotherapists and/or psychotherapeutic counsellors/trainees. Psychotherapeutic counsellors will be recognised as supervisors of psychotherapeutic counsellors/trainees only.

Supervisors who are UKCP registrants and who meet the additional requirements to supervise students and trainees are entered in the UKCP supervision directory with acknowledgment of this status.

## 2. PCIPC minimum requirements for supervision

UKCP members and trainees must meet the standards set out below in line with their status. All supervisees must keep clear records and documentation of their supervision arrangements and hours of attendance that can be made available for qualification (trainees) or audit and/or re-accreditation (UKCP registrant members). See section 2.3.

### 2.1. Requirements for trainees

#### **Psychotherapeutic counselling and psychotherapy trainees working with adults**

All trainee psychotherapeutic counsellors and psychotherapists in PCIPC are required to have a minimum of one hour of supervision for every six hours of client work. This applies throughout training and until the practitioner has completed 450 practice hours and has met all the requirements in order to be eligible to apply for UKCP registration as a psychotherapeutic counsellor.

This ratio of 1:6 may be increased if the training supervisor or line manager recommends this for a specified period. Supervision frequency must be at least monthly. Fortnightly is recommended, particularly in the early stages of practice (as defined by the OM).

Suitable supervision is required to be within the guidelines of the organisational member and with a supervisor that the organisational member deems qualified to work with the trainee. Organisational members' supervision policies must comply with college and UKCP supervision policies.

#### **Psychotherapeutic counselling trainees working with children and young people**

In accordance with the UKCP and College standards on supervision with children and young people and in

light of the additional complexities of psychotherapeutic counselling in these age groups, trainees need higher ratios of supervision to the number of clients seen. The recommended ratios are:

- a. For trainees for the first 100 hours of practice: 1 hour of supervision for every four client hours.
- b. Where the trainee has demonstrated competency of practice, this may be reduced to one hour of supervision for every six client hours.
- c. Supervision takes place fortnightly.

### **Types of supervision for trainees**

Supervision may be individual or group or a mixture of both. A proportion of supervision should be face-to-face ideally, with at least 30% being in person. However, the college recognises that in the changed professional landscape post-Covid and in particular where restrictions of modality or geography apply, the OM may at their discretion set a different requirement and will need to have a rationale that explains the variance when asked to do so by UKCP; for instance at an OMR (organisational member review).

OMs must publish clearly their requirements and restrictions regarding type and frequency of supervision.

### **Group supervision**

Group supervision provides the trainee practitioner with valuable opportunities for shared learning and support. Group supervision will normally be to a ratio of a minimum of 30 minutes' supervision per supervisee (i.e. the minimum duration of a supervision group containing 3 trainees would be 90 minutes). The maximum number of trainees in a group is four. All group hours focussed on current clinical practice may be counted by all group members towards the relevant overall supervision ratio (i.e. all members of a group of three meeting for 90 minutes may count the full 90 minutes towards their supervision:client hours ratio). Group hours of supervisees not (yet) in practice may not be counted toward practice ratios by other group members who are in practice. Group hours of supervisees who are in practice may not be counted by trainees who are not yet in practice.

### **Peer supervision**

Trainees may wish to meet with peers to discuss their practice, and this can offer valuable learning and support once the taught element of a course is completed. This cannot be counted towards the ratio of 1:6 supervision:clinical practice and all clients must be held in formal supervision.

## **2.2 Requirements for UKCP registered psychotherapeutic counsellors and psychotherapists**

### **Psychotherapeutic counsellors and psychotherapists working with adults**

Registered psychotherapeutic counsellors and psychotherapists must normally have a minimum of 1.5 hours supervision per month. Where their practice hours are greater than approximately 40 client hours per month, supervision is normally increased to meet a ratio of supervision to counselling practice hours that would average out to 1:25 over a year. This is a minimum and is expected to increase if recommended by

either a supervisor or line manager or where the practitioner is working with challenging or complex clients.

Supervisors of registrants must meet the minimum criteria set out by UKCP/PCIPC. It is the responsibility of registrants to ensure that their supervisors are suitably qualified and experienced. Supervision and supervision attendance must be documented (see 2.3).

### **Types of supervision**

Supervision format is not prescribed but participation must promote reflective and informed practice in a way that is beneficial to both practitioners and service-users. Supervision must support the supervisee working within the UKCP code of ethics. Supervision may be individual or in group.

After the first 5 years of registration with UKCP, practitioners may undertake peer supervision in addition to a minimum of 1 hour of formal supervision per month minimum and must have a minimum total of 1.5 hours per month between the two formats. After 10 years as a registrant, a mix of peer and formal supervision is acceptable.

OMs must publish clearly their requirements and restrictions regarding type and frequency of supervision for their members, as well as their criteria (which should include and be consistent with college criteria) for the suitability of supervisors.

### **Psychotherapeutic counsellors working with children and young people**

#### **Supervision requirements**

Counselling supervision is an essential on-going component of CPD and psychotherapeutic counsellors working with children and young people are expected to meet the requirements specified in the UKCP Supervision Policy. The policy clarifies that the terms 'psychotherapist' and 'practitioner' should be understood to include both psychotherapists and psychotherapeutic counsellors and states that child practitioners are held to meet the requirements of the UKCP document called *Standards of Supervision for Child Psychotherapists*.

#### **Frequency of supervision**

The UKCP *Standards of Education and Training: Guidelines for Section and Institutional Members for the Development of Standards of Supervision for Child Psychotherapists* document states that newly registered therapists are recommended to have one hour of individual supervision for every six client hours in their first year of practice.

After one year of registration the minimum requirement for clinical supervision is 2 hours per month. Working with severely disturbed, traumatized or abused clients may require higher rates of supervision. Supervisors may advise additional supervision where they deem necessary. Failure on the part of the supervisee to heed a supervisor's recommendation for levels of supervision must be addressed in supervision.

The *Standards of Supervision for Child Psychotherapists* document recognises that ‘for experienced practitioners, the nature of the supervisory relationship and the purpose of supervision will evolve into a more consultative role that has a collegial quality. The frequency and amount of supervision would be decided in consultation with the supervisor. The decision will be based on the nature of the client group that the supervisee is working with and the number of clients they are seeing.’

Supervisors will usually be registered with UKCP as a child psychotherapist or a child psychotherapeutic counsellor. Normally supervisors must be on the UKCP supervision directory as a child supervisor.

In particular, non-standard circumstances, but in the spirit of these norms, special agreement may be sought for supervision from someone who does not meet all of these requirements but who has equivalent qualifications and/or registration. An explanatory letter and the CV of the proposed supervisor must be submitted to the PCIPC. Account will be taken of the appropriateness of the supervisor, reasons for the supervisor being engaged and the experience and work setting of the supervisee.

### **Types of supervision**

- Individual supervision is an important component of the overall process of supervision.
- Group supervision provides the therapist with valuable opportunities for shared learning and support. Group supervision will normally provide a minimum of 30 minutes’ supervision per supervisee. The maximum group size is four. The supervisor should meet the same requirements as stated above, with the same proviso for exceptional circumstances.
- Peer group supervision is not accepted for child/adolescent psychotherapeutic counsellors given the additional complexities and need for clear lines of responsibility inherent in working with children/adolescents.

### **Supervision format**

A proportion of supervision should be face-to-face; ideally a minimum of 30% being in person. However, the college recognises that in the changed professional landscape post Covid, and in particular where restrictions of modality or geography apply, the OM may, at their discretion set a different requirement, and will need to have a rationale that explains the variance, when asked to do so by UKCP, for instance at an organisational member review (OMR). The OM must publish clearly their requirements and restrictions regarding type and frequency of supervision.

### **2.3. Documentation of supervision**

Every PCIPC member must adequately document their supervision attendance. This needs to be in a form that easily available for audit. Details are to include the date, duration and the name of the supervisor. This documentation is to be submitted as part of the 5 yearly reaccreditation process

This attendance record is in addition to other documentation through which practitioners monitor their practice through supervision. It is the responsibility of the practitioner to maintain this documentation, which

may take a variety of formats, for example clinical notes or a reflective journal.

#### **2.4. Compliance with college and OM policies**

Practitioners and supervisors are expected to comply with college and organisational member policies on diversity and equality as well as safeguarding in relation to supervision, and evidence this as appropriate.

#### **2.5. Requirements for organisational members**

Organisational members are expected to develop their own supervision policies and requirements that are in line with the minimum requirements set out by PCIPC and UKCP.

Organisational Members must be able to demonstrate, as part of the organisational member review process, that they and their supervision policies comply with the requirements of PCIPC and UKCP. This includes ensuring that supervisees (both trainees and registrants) keep appropriate records of their compliance with supervision requirements.

Organisational members that put people forward to the UKCP directory/endorse non-UKCP registrants as supervisors must maintain a list of supervisors they have endorsed and/or put forward to the UKCP directory.

Training organisational members must maintain a list of supervisors they have deemed suitable to provide supervision to their trainees.

Training OMs must hold additional evidence for non-UKCP supervisors that shows how they meet the relevant requirements and includes contact information, evidence of training, evidence of accreditation, agreement to comply with OM and UKCP supervision policies, and a reference letter.

OMs are responsible for providing information to their UKCP registered members to make them aware that they must ensure that their supervisor is either on the UKCP directory or that the supervisor meets UKCP/PCIPC requirements, and that they must verify this with their OM.

PCIPC is responsible for these requirements in relation to direct members.

### **3. PCIP College routes for meeting the criteria of suitability for supervisors**

#### **3.1. Training route**

PCIPC accepts for inclusion on the UKCP directory of supervisors those practising supervisors who have either:

- undertaken a formal supervision training which meets the general minimum training standard and criteria set out below

or:

- who are engaged in an OM-based Formal Supervisor Apprentice or Development Programme (FSDP) involving ongoing mentoring, monitoring and theoretical learning, and which normally continues for a minimum of two years following completion of initial supervisor training. The OM must specify the requirements of such a programme and show how it ensures that on completion, the supervisor has met all the requirements of a UKCP approved supervision training.

### **Minimum requirements of supervision trainings**

- The supervision training is provided by a training OM of UKCP or equivalent.
- The supervision training meets the content, aims, and learning outcomes criteria of the UKCP generic supervision training SETs. It is the responsibility of each OM training provider to check their training against these criteria.
- The supervision training is at diploma level as a minimum.
- The training comprises a minimum of 40 taught hours.
- The training includes supervision of supervision of not less than 10 hours overall with a minimum of two individual cases or one individual and one group or a combination of both.
- The minimum entry requirements for supervision training would normally be one of the following:
  - a. a UKCP professional qualification, a UKCP-recognised professional equivalent qualification, a psychotherapeutic counselling qualification, BACP accreditation, BPS chartered status, Health and Care Professions Council registration in a cognate profession, holder of the European Certificate of Psychotherapy or the equivalent, plus:
  - b. evidence of good professional standing.

The supervision training assesses the suitability of applicants including their experience and equivalence.

The supervision training programme should normally include the following areas but emphasis and content will vary according to modality:

- i. Theory and practice of supervision
- ii. The supervisory relationship - dynamics of the supervisory process/parallel process/transference and counter transference
- iii. Developmental stages in supervision
- iv. Values and ethics in supervision
- v. Diversity and difference in supervision
- vi. Contracting and the supervision frame
- vii. Supervisory interfaces.

Supervisors applying for entry to the UKCP supervisor directory through the training route will:

- be a current member of an OM of the PCIP College (or be a direct member of PCIPC) and work to the UKCP code of ethics

- commit to maintaining supervisory competency (for example through CPD) throughout the time they are on the UKCP supervisor directory
- undertake adequate supervision of supervision.

It is the responsibility of PCIPC/OMs to verify and keep on file the current credentials of all supervisors put forward to the UKCP Supervisor directory. OMs should inform PCIPC when they deem it necessary for a supervisor to be withdrawn from the UKCP supervisor directory.

### **3.2. Individual recognition route for UKCP registrants**

UKCP registrants who have suitable clinical and supervision experience and who have completed a supervision training equivalent to a UKCP recognised one, can apply to PCIPC to be put on the UKCP supervisor directory via the more extensive route of individual application. They are required to evidence how they have met the PCIPC minimum criteria for standards in supervision education and training through an equivalent supervision training which has not been approved by PCIPC or another UKCP college.

They are normally required to:

- a. be a member of an OM of the PCIP College, or a Direct Member and work to the UKCP code of ethics
- b. have been practising as a post-qualified practitioner for a minimum of 5 years, to include a minimum of post-qualification client /patient hours of 1600
- c. have a minimum of supervisory experience of 2 years and be able to demonstrate a range of supervision practice
- d. provide evidence of support for their supervisory practice via a reference from a supervisor colleague and their current supervisor
- e. comply with UKCP policies, including diversity and equalities and safeguarding
- f. maintain supervisory competency whilst on the supervisor directory
- g. undertake adequate supervision of supervision.

### **3.3. Recognition of non-UKCP registered supervisors**

Non-UKCP registered practitioners working as supervisors for PCIPC trainees as training supervisors must meet the following standards.

They must:

- a. hold a psychotherapy or psychotherapeutic counselling qualification
- b. be registered with a recognised professional body in a category that equates to that of psychotherapeutic counsellor
- c. work to the code of ethics and professional conduct of their professional body
- d. have been practising as a post-qualified practitioner for a minimum of five years
- e. have completed a supervisor training of a minimum of 40 taught hours
- f. have a minimum of supervisory experience of two years

- g. provide evidence of support for their supervisory practice via a reference from their current supervisor of supervision
- h. comply with UKCP policies, including diversity and equalities and safeguarding
- i. undertake adequate supervision of supervision
- j. agree to comply with individual OM supervision policy.

## 4. Further additional criteria for supervisors and supervisory specialisms

Supervisors of trainee psychotherapists working with adults must be fully qualified psychotherapy practitioners, normally with a minimum of five years' clinical experience and two years' supervisory experience.

Supervisors of trainee psychotherapeutic counsellors working with adults must be fully qualified psychotherapeutic counselling or psychotherapy practitioners (adults), normally with a minimum of five years' clinical experience and two years' supervisory experience.

Supervisors supervising child psychotherapeutic counsellors must be fully qualified child psychotherapeutic counsellors/psychotherapists normally with a minimum of five years' clinical experience of working with children and two years' supervisory experience.

It is recommended that, in addition, supervisors are concurrently working directly with clients (adults or children, as appropriate to their practitioner registration).

Supervisors must be in regular supervision for their supervisory work.

Supervisors are expected to maintain up to date knowledge of legal responsibilities and for supervisors of child work this includes the legal responsibilities of those working with minors.

Supervisors of trainees hold a level of ethical responsibility for the welfare of the clients of their trainees.

Supervisors of trainees must conduct regular evaluation and assessment of the work of the trainees. Where there are perceived difficulties, these must be addressed first with the trainee and then with the OM with whom final responsibility for the supervisee lies. If necessary, a relevant complaints procedure may be implemented.

Supervisors of trainees must work within the OM's code of ethics, and any other relevant Codes at all times with particular reference to confidentiality and boundaries. They must be aware of the legal responsibilities of practitioners in relation to their clients. In addition, there must be clarity over managerial and non-managerial responsibility for the work of trainees, clearly and contractually defined with the OM.

Supervisors must provide supervisees with details of the relevant codes of ethics and complaints procedure under which complaints against them can be heard.

**Document date: March 2025**