

## **Assessment & Accreditation Procedure**

For Hypnotherapy Training Courses intended to produce graduates who would be eligible for registration within the **General Hypnotherapy Register (GHR)** at either *Affiliate* or *Practitioner* status and \*subsequently the Hypnotherapy Section of complementary medicine's Voluntary Regulatory Body, the **Complementary & Natural Healthcare Council (CNHC)**

### Notes for Guidance

- i) A separate *Application for Assessment & Accreditation Form* together with the **appropriate fee** must be submitted for each course for which accreditation is being sought.
- ii) No course may be considered for accreditation unless the organisation offering it has produced a **full printed Prospectus** (i.e. either in booklet or collated leaflet form) detailing the course. **Whilst only a copy of the Prospectus** (i.e. not the training manual/full course material itself at this stage) **must be submitted with each application, we would draw your attention to the Notes for Guidance within 'National Hypnotherapy Training Standards' (see below).**
- iii) Tutors (referred to as 'qualified tutors') on GHSC accredited courses must have been in practice as hypnotherapists for a minimum of two years post qualification, although trainee tutors (providing that they have themselves successfully completed the respective course at Practitioner Level and are currently maintaining a practice in hypnotherapy) may teach, subject to GHSC committee approval, an appropriate proportion of the course for the purpose of improving their presentation skills, always provided that a qualified tutor, acting in a strict supervisory capacity, is present and available to correct and advise on any perceived errors to both the trainee and students.
- iv) No course may be considered for accreditation unless at least one other qualified tutor (who may be either external or internal to the Training School but who has taken no part in the training of the respective student) is available to assess the overall training of that student.
- v) Training providers offering GHSC accredited courses are expected to advise all graduate students of their eligibility to apply for registration within the **General Hypnotherapy Register (GHR)**. Additionally, all participating organisations are expected to **utilise the GHR/GHSC logos within their printed material and to include an active link to the GHR/GHSC website from their own site** (where they have one). Appropriate logos are available via email attachment on request. For its part, the GHSC undertakes to **maintain links to all such Training Organisations within its website and to actively promote them at every opportunity and to all interested enquirers.** The GHSC reserves the right to discontinue the Accreditation of any course where the above requirements are not met.
- vi) The GHR is a **Complementary & Natural Healthcare Council (CNHC) approved Verifying Organisation** (see [www.cnhc.org.uk](http://www.cnhc.org.uk)) and those joining at full Practitioner status (i.e. via a GHSC Practitioner Level accredited training course or its equivalent) are eligible for **fast track registration** within the CNHC's Hypnotherapy Section. *\*(N.B. Whilst completion of a Foundation Level course allows for registration within the GHR at Affiliate status, this is not recognised by the GHR as a practitioner grade and it does not permit registration within the CNHC's Hypnotherapy Section.)*
- vii) **There is a one-off, non-refundable application & assessment fee of £200.00, payable at the time of application.** (See below *Application Form* for methods of payment).
- viii) Should you have any queries in advance of application, please email the **Administration Team** at: [admin@general-hypnotherapy-register.com](mailto:admin@general-hypnotherapy-register.com)

## Criteria

There are three categories:

1. **Foundation Level**
2. **Practitioner Level**
3. **Advanced Level** (N.B. Full details of this level are available on request)

### 1. Foundation Level

#### **COURSE LENGTH**

Not less than **200 hours overall**, consisting of –

- Classroom / personal tuition (N.B. This would normally need to comprise of **not less than 50 hours**)
- Adequate opportunities to both practice and demonstrate essential skills and for group interaction
- Written assignments
- Reading assignments
- Ongoing personal research/study/reading on relevant topics

#### **PROSPECTUS, STAFF, COURSE CONTENT, READING and ASSESSMENT**

As for **Practitioner Level** (See below)

### 2. Practitioner Level

#### **COURSE LENGTH**

Not less than **450 hours overall**, consisting of –

- Classroom / personal tuition (N.B. This would normally need to comprise of **not less than 120 hours**)
- Adequate opportunities to both practice and demonstrate essential skills and for group interaction
- Written assignments
- Reading assignments
- Ongoing personal research/study/reading on relevant topics

#### **PROSPECTUS**

Course prospectus to contain full information regarding contact (*i.e.* correspondence address, tel.no/s, e.mail & website, if applicable), qualification and background of course instructors, admissions criteria, admissions procedure and a full explanation of how the course will meet the below criteria in respect of the Core Curriculum and Learning Outcomes. (N.B. This would include a **breakdown of the proposed practical tuition hours and personal study hours** together with an explanation of **how the practical tuition element of the course will be delivered** – e.g. personal attendance one weekend a month over how many months; a two week intensive programme combined with occasional training days etc.)

#### **STAFF**

To be suitably experienced (see **iii** above under '*Notes for Guidance*') and to hold qualifications relevant to the field

#### **COURSE CONTENT**

Curriculum appropriate to the course (see '*National Hypnotherapy Training Standards*', below)

#### **READING**

Reading list appropriate to the course

#### **ASSESSMENT**

By continual assessment of course work, personal and written assessment and / or examination

## **IMPORTANT**

Any training course submitted for assessment at **Practitioner Level**, must include the agreed modules (see below) as set out within the

### **NATIONAL HYPNOTHERAPY TRAINING STANDARDS**

In February 2011, a united profession finally put in place agreed national standards for the training of hypnotherapists. Whilst flexibility in theoretical underpinning and approach has been retained, a **core curriculum** and **learning outcomes** mapped to the National Occupational Standards (NOS) for Hypnotherapy must now be incorporated within any Practitioner Level course of training that wishes to ensure its graduates will meet the **Complementary & Natural Healthcare Council** (the profession's Voluntary Regulator) criteria for individual practitioner registration beyond **1st September 2012**.

All relevant documents (including **Principles of Good Practice**) relating to these requirements may be viewed from the below links:

#### **Core Curriculum:**

[www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Core%20Curriculum.pdf](http://www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Core%20Curriculum.pdf)

#### **Learning Outcomes 1:**

[www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Learning%20Outcomes%201.pdf](http://www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Learning%20Outcomes%201.pdf)

#### **Learning Outcomes 2:**

[www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Learning%20Outcomes%202.pdf](http://www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Learning%20Outcomes%202.pdf)

#### **Learning Outcomes 3:**

[www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Learning%20Outcomes%203.pdf](http://www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Learning%20Outcomes%203.pdf)

#### **Principles of Good Practice:**

[www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Principles%20of%20Good%20Practice.pdf](http://www.general-hypnotherapy-register.com/wp-content/themes/Advantec/docs/Principles%20of%20Good%20Practice.pdf)

### **Notes for Guidance (Training)**

Consequent to this, and in the interests of ensuring that GHSC accredited courses continue to meet the accreditation criteria, we would draw your attention to the following requirements which if not clearly indicated within your prospectus, must be supported by relevant accompanying documentation:

1. A breakdown of the face to face tuition hours, including time allotted for lunch and rest breaks.
2. \*Full syllabus.
3. \*A breakdown of personal study requirements (e.g. reading & written assignments, research, case studies)
4. The name (and background information) of the course tutors.
5. Student assessment method/s.

\*Please highlight where (and/or provide an explanation of how) these meet the requirements set out in the five documents at the above links.

### **Benefits of Accreditation**

- Affiliation with the UK's largest Professional Association for practising hypnotherapists
- The acquisition of a standardised, professional award, the **General Qualification in Hypnotherapy Practice (GQHP)**, for graduates of Practitioner Level accredited training courses who subsequently register with the GHR
- Automatic listing (to include active e-mail and web address links) within our website
- Referral system for training enquiries from prospective students
- Full use of the GHSC Accredited Training logo
- Eligibility for fast track registration of graduates of Practitioner Level accredited training courses within the Hypnotherapy Section of the **Complementary & Natural Healthcare Council** ([www.cnhc.org.uk](http://www.cnhc.org.uk)) – the voluntary regulatory agency for complementary medicine set up with Department of Health funding
- The provision of relevant information from the Department of Health and all other relevant agencies
- The distribution of regular News E-Bulletins



**APPLICATION for ASSESSMENT & ACCREDITATION**

We herewith apply for **Training Course Accreditation** by **The General Hypnotherapy Standards Council** at:

(Please tick one box only)      **Foundation Level**                       **Practitioner Level**

**I have enclosed a relevant Prospectus**  (Please tick box)

**I have enclosed / authorised the £200 application & assessment fee**  (Please tick box)

**N.B. The submission of a course Prospectus is mandatory in all cases. Please DO NOT enclose the course training material/manual at this stage**

I/We confirm that all material relating to the submitted course is entirely my/our own work, or where the course contains material created by others that necessary permission for its inclusion has been obtained and due acknowledgement given. (N.B. Where the ‘passing off’ of other’s material can be demonstrated, the GHSC reserves the right to withdraw accreditation from the course concerned). I/We have read and understood the requirements for each of the above categories and confirm that, to the best of our belief, the Training Course entered below conforms to the requirements of the specific category applied for. I/We confirm that samples of any literature used in the advertising and promotion of the course and any material used in the actual training of students will be forwarded to the GHSC on request. I/We understand and agree that, subject to a minimum of seven days advance notification, the GHSC reserves the right to initiate an on-site course inspection, to request samples of students’ work and to be permitted the opportunity to talk with students and further, that the GHSC (and its representatives) will be afforded full co-operation in all matters relevant to such inspection. I/We undertake to notify the GHSC of any subsequent alteration that might materially affect the designated categorisation of this training course. I/We accept that the GHSC reserves the right, in line with the need to maintain ongoing professionalism, and subject to a minimum of three months advance notice having been given, to alter the criteria for categorisation from time to time and to terminate the accreditation of any training course in the event that it should fail to maintain the standards required for its respective categorisation.

**PLEASE PRINT**

**Title and Address of Training Organisation** .....

.....

..... **Post Code** .....

**Title of Course to be Assessed** .....

(Please print name in full)

**The completion of this form has been authorised by** .....

**Position held** ..... **Contact Tel.No/s.** .....

**Email (for publication)** .....

**Website (for publication)** .....

**Application & Assessment Fee**

**OPTION 1**

**I enclose a CHEQUE / POSTAL ORDER in sum of £200.00**

**Please make cheque/postal order payable to ‘TAS Ltd’**

**OPTION 2**

**I have made a DIRECT BANK TRANSFER in sum of £200.00**

**Information required for Direct Bank Transfer:**

**Bank Name: Lloyds Account Name: Therapy Administration Services Limited Sort Code: 30-87-60 Account No: 47574368**

**Plus, if applying from outside the UK:**

**BIC No: LOYDGB21Y01 IBAN No: GB58 LOYD 3087 6047 5743 68**

**Signature** ..... **Date** .....

**Please make all payments to “TAS Ltd” and return all enclosures to:**

**GHSC PO Box 126 MORDEN SM4 9EA UK**