

Ayanay Psychological Accreditation Membership



Psychological
Awareness
for ALL

MEMBERSHIP
GUIDE

The Benefits:

No hierarchy of professionals

Client focused over financial bias

Maximum support for professionals

Elevated learning that's relevant, responsive and required

Active member promotion

Therapeutic community development

Opportunity to become an APA Facilitator

Discounted Career Professional Development

Discounted Insurance with Holistic Services Insurance

25% discount on all APA Retreats*

EMERGENCY SUPERVISION

Open to all Therapeutic Professionals and those that are Psychologically aware.



The Membership Guide

Membership by Members for Members

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Introduction and Thanks

We would like to thank you for your interest in Ayanay Psychological Accreditation Membership. The team at APA are delighted to be able to offer Therapists, Counsellors and all professionals that are psychologically alert, the first opportunity to be recognised for their self-awareness, capacity and capability as well as their focus on supporting others. Whether, you are qualified, in training, or working in a sector where psychological awareness is beneficial, APA is here to support you.

We are proud to be offering Psychotherapists and Counsellors, that meet the qualifying requirement, the first UK wide membership that includes accreditation. The APA Membership Application process has been developed, to maximise the ability to showcase your knowledge and skill as well as your capacity to support those you work with.

The team at APA are dedicated to providing you with the best all round membership service and experience. We are committed to working within the guidelines and boundaries of the Professional Standards Authority. As we grow and develop, our intention is to seek PSA recognition of our membership principles and ethical processes, in line with the PSA requirements.

The Application Process

- Completed form and documents sent to APA.
- APA send confirmation of application receipt and process payment.
- Membership Assessment Team review essay and application evidence.
- Membership Assessment Team Email with 3 dates and times for the 'Conversation of Discovery'.
- Conversation of Discovery is completed and full assessment review report is sent to APA Membership Manager for final decision.
- Outcome email is sent.
- Within 72 hours of a successful application email being sent, Profile Submission is updated on to the Directory.

We look forward to getting to know and supporting you all.

The Ayanay Psychological Accreditation Story

APA Psychological Accreditation Membership is dedicated to supporting therapeutic professionals and focused on improving the client experience.

The term Ayanay [pronounced A an A] refers to people who are trailblazers, torch-bearers, researchers, teachers, and those who show others the way. They are leaders, motivators and idealistic visionaries who are self-aware.

Ayanay was founded by Vonnie Crosbie and restructured into a membership model, in April 2018, after receiving a diagnosis of cancer in January 2018. The diagnosis, treatment and recovery meant Vonnie's private psychotherapy practice (APS Psychotherapy & Counselling) went into suspended animation. This resulted in time to create and develop ideas, around how the Therapeutic industry can unite, grow, and develop. Not just for the professionals but for the service of those that seek the support of Therapists, Counsellors and Coaches. (The Clients)

Ayanay Membership is the collaborative efforts of 2 companies APS Psychotherapy & Counselling and Hive Group UK, which came together early in 2018 while Vonnie was still going through her cancer treatment. The collaboration with Hive Group UK, gives APA a truly unique set of skills. Linking the therapeutic, counselling, and coaching worlds together in a way that has not been seen before, in the UK. With Hive Group UK Managing Director David Sleet. (Author of 'The Psychological Hive – Connectivity for Success') accepting the role of Managing Director of APA, our whole existence is testimony to the power of collaboration.

Our Accreditation Membership was launched on the 4th July 2019 to provide the therapeutic community with a genuine choice of membership bodies. In September 2019 our legal name was changed as the company was reregistered at Companies House, as Ayanay Psychological Membership Ltd, Trading as APA.

APA work to provide the best possible package of support to the therapeutic community, through special events, on line learning and our elevated learning retreats.

We believe that the best professionals should be given the best support. Not only to develop their own best practice, through increased awareness, but also to grow their business capacity through: facilitation of Elevated Learning Modules, Effective Networking, and Introductions to additional revenue streams. This means members can also have the opportunity to

promote their own workshops and presentations and ultimately to be paid for delivering them to APA Members.

Vonnie and David also saw the impacts on professionals of not being able to reach their supervisor. Whether that was due to the supervisor being sick, on holiday, or just unobtainable at the point of most need.

With increasing numbers of professionals, needing to supplement their income and many not practicing, APA sort to create a community of professionals that could ultimately learn, grow, and support each other. Using the same psychological awareness and approach that gave APA life.

With an ethos of supporting the therapeutic professional to achieve, APA truly supports those that support others. Giving guests the perfect balance of Learning and Rest. Which, is to APA a vital component for growth as well as self-care.

In less than a year we have developed a full range of presentations that are delivered in conjunction with Guest Speakers at the Elevated Learning Retreats and various events. Guests such as, Professor Windy Dryden Vonnie and David have also been invited to Judge on an international awards panel, relating to Therapeutic & Coaching Businesses from around the globe. APA has also developed a Special Project team, from within its membership, to promote and develop psychological awareness in others, so that, they, their businesses, and organisations, can develop and grow for the benefit of everyone.

This includes a collaboration with Sweet Ways To Stop Abuse and the development of 'The 1976ers Project' and a very special international collaborative project with the Pellin Training Institute, to develop 'The "Work Well Within" Project'. APA has also campaigned and raised awareness of 'Closed Shop' Recruitment practices that have been damaging the therapeutic sector for decades.

APA is proving that collaborative working, even for professionals in private practice, or working as a sole trader, can be an effective means of increasing success for clients and success for the professional. APA will continue to bring together and collaborate with the best advocates for effective working and elevated practice.

Membership categories

Straight forward, supportive membership, for the benefit of enhancing excellence in the therapeutic arena.

Psychotherapists and Counsellors are valued equally. Those in training are respected for their desire to contribute. Those that are psychologically alert are encouraged and supported to widen the base of psychological awareness in the wider community.

APA Membership offers 3 categories.

APA Membership is designed to acknowledge, recognise and celebrate your capacity for self-awareness in building ethical, client focused partnerships and effective therapeutic practice.

Whether you are qualified, in training or psychologically alert, APA is dedicated to furthering the excellence of therapeutic professionalism in the UK.

THERE IS NO HIREARCHY OF QUALIFIED PROFESSIONALS

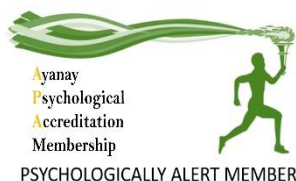


Qualified Accredited Member



Member In Training

Post Qualified Member.
This is a 12-month transition period only.



Psychologically Alert Member

Supported Membership Policy

We understand that some members may have financial difficulties, so we offer a supported membership fee for those who are in receipt of a state benefit (see list below) (not tax credits), or who have no personal income. We do not offer Supported membership based on other factors such as age, location, race, religion, orientation or gender.

Supported Membership fee does not mean reductions in benefits of membership. Therefore, in accordance with our Ethical and Professional Protocols, it is important that, you ensure your subscription is a true reflection of your current circumstances.

Supported Membership

If this reflects your circumstances, we ask you each year at renewal (and upon application) to self-declare that you are either in receipt of a state benefit, state pension or are unwaged with no personal income. Your membership subscription will then be discounted accordingly.

State benefits currently accepted by APA Membership

- Income Support
- Job Seekers' Allowance
- Employment and Support Allowance
- State Pension
- Disability Living Allowance
- Carer's Allowance
- Universal Credit
- Council Tax Benefit (not discount)
- Housing Benefit
- Bereavement Allowance

If your benefit is not listed above please call to check if we will accept it.

APA offers this reduction at the time of current application only and takes into consideration your situation at the time of your application. We are unable to issue a Supported Membership retrospectively, but also conversely, we do not expect you to pay the full membership fee should your circumstances change within the membership year you were granted the reduction. It is your responsibility to inform us of any change in circumstance, that affect your eligibility for Supported Membership.

Refunds will not be issued for fees previously paid where you had not declared your eligibility.

Supported Membership only applies for the 12 months' membership period and will need to be declared each year at renewal. The exception to this is where we have granted a 'Support Membership for life' for those in receipt of a state benefit, that is designated 'for life'.

APA will audit a random sample of members who are receiving Supported Membership to verify their eligibility. Members selected for audit will be required to provide evidence within 21 days that they are still in receipt of a state benefit as declared. This could be in the form of a copy of a letter from the benefits' agency or a bank statement showing receipt of the benefit dated within the last 12 months, or other evidence as requested by the APA audit.

Should an application for Supported Membership be found to be ineligible the Application will be Declined and the Applicant will be blocked from APA Membership. Where a member is found to have given false or misleading information their membership will be immediately terminated with prejudice and blocked from reapplying for APA Membership.

If the supporting evidence is not received within the 21 days of an official APA request, your application or membership will cease. You will not be entitled to a return of fees.

Retreat, conference and event fees

All APA Members are entitled to 25% discount on all Retreats. Where APA can extend discounts to other event types, we will make it known in the promotion of all such events.

The APA Directory

Supported Membership has no impact on a members' entitlement to a directory listing.



Qualified Accredited Member

Benefits of APA Membership (QAM)

APA Membership (QAM) is designed to acknowledge your capacity for self-awareness in building ethical, client focused partnerships and effective therapeutic practice. It is not specific to any modality.

APA Membership (QAM) is awarded through an in-depth application and assessment process. In which, you must be able to demonstrate a real understanding of the way you work and how you help your clients.

All your existing member benefits plus:

- Use of the title 'APA (QAM)'
- A certificate of accreditation and the 'APA (QAM)' logo that you can use to promote your professionalism.
- Professional recognition of the quality of your working use and understanding of therapeutic knowledge.

Requirements

APA Membership (QAM) is only available to Qualified Therapeutic Professionals, (Therapists and Counsellors) Which is detailed below:

Qualification requirements

You must have completed and graduated with a minimum of a level 4 (four) Diploma course, in professional counselling, psychotherapy or training that:

- Included at least 450 hours of tutor contact hours.
- Lasted at least two years (part-time) or one year (full-time).
- Included a supervised placement, as an integral part of the training, covered theory, skills, professional issues and personal development and required an assessment of your competence at the end.
- You can use more than one course to meet these requirements.

NB Applicants must provide details of course and copies of Certification at the time of application.

You cannot include:

Continued Professional Development (CPD) training courses which are not considered core practitioner training for counselling and psychotherapy.

Any additional Certified training that supports your chosen therapeutic process, can be recognised in your Membership listing, once agreed during the Application & Assessment process. We reserve the right to include and exclude certified courses based on our own research and that of others. The boards' decision on such courses will remain under review, as research and knowledge of such courses evolves.

Supervised practice requirements

You must also have:

- Been employed in a Therapeutic Role or Private Practice for more than 12 months.
- Members that have only been qualified for over 12 months must have been supervised for at least 1.5 hours a month throughout this period.
- Members that have been qualified for 12 months must be able to show they have been in receipt of supervision, equal to 1.5 hours a month for the previous 12 months.

NB Potential members must supply this evidence at the time of application.

Supervision requirements

You must have a current and ongoing contract for counselling or psychotherapy supervision for a minimum of 1.5 hours for each month you are practising. If you are employed by an external organisation (not in Private Practice) in a therapeutic role, a copy of your supervision record must be maintained by yourself.

You can have more than one contract in place, However, the minimum requirement of 1.5 hours per month must be with a single supervisor.

2 Hours per annum Emergency / Crisis Supervision is available to all APA Members as part of the Membership Fee. Additional Supervision contracts with APA Accredited Supervisors are available via the APA Referral system.

The Essay and Statement requirements

The Essay

In line with industry practice, APA Membership requests all applicants submit a short essay (1000-word limit) reflecting your knowledge and understanding, and how you apply them in your client interactions and working relationships. Unlike industry practice, we acknowledge the potential learning potential contained in such essays. Therefore, we offer every applicant the opportunity to have their essay entered into an annual competition to have their essay published. This will give the winning members a revenue stream, from their essay. While supporting the sector to grow and develop from the contribution, that would, otherwise be lost.

The Statement

In Section 8 of the APA Membership Application form all applicants are required to complete a statement (300-word limit) reflecting on Self-awareness. This statement will be used by the APA Membership Assessment Team to prepare your 'Conversation of Discovery'. This is the verbal component of the application process.

Commitments

All APA Members commit to completing a record of On-going Professional Development (OPD) totalling 20 hours per year.

As an APA Elevated Member, you agree to abide by our [Ethical & Professional Protocols](#). Reading this Membership document is part of the application process.

As an APA Member, you must agree to uphold the terms and conditions of the membership. You'll have to recommit every year when you renew your membership online.

The Oath

APA Membership understands that public confidence in our sector is paramount, if individual professionals are to succeed. We have developed an Oath of commitment to Ethical Working. This Oath is part of our Ethical and Professional Conduct protocols. All applicants wishing to become a Qualified Accredited Member will be accepting this Oath.

Oath of Commitment to Ethical working

I swear to honour and uphold this oath, to the best of my knowledge and awareness. I will respect the learnings and wisdom of those therapists, counsellors and coaches both in the present and the past, who have shared their experiences, and guidance, and in so doing have shaped my understanding and knowledge. I pledge to use their ethical teachings in my work with, Clients, Colleagues and Peers.

How to apply

APA Membership (QAM) involves a detailed written application and an assessment process:

- Full details of Qualifications and Insurances.
- Proof of Identity and Addresses (home and work) and any work Permits as required.
- Proof of Employment in a Therapeutic Role as appropriate.
- Copy of current DBS / Disclosure Certificate. (Working with Vulnerable People)
- An Essay (1000-word limit) reflecting your knowledge and understanding, and how you apply them in your client interactions and working relationships.
- Details of Supervision contracts / Employers' supervisory provision.
- A verbal 'Conversation of Discovery' assessment with an APA Membership Assessor.

Costs

APA Membership (QAM) subscriptions run for a year and are reviewed annually.

If you're receiving certain state benefits or have no personal income, you may be entitled to pay a reduced fee. The details of the 'Supported' status will be held confidentially by APA. There will be no public recognition of supported status.

You will need to select this option when you Apply or renew your Membership. You must provide evidence to support your request for 'Supported' status.

Qualified Accredited Member Types

APA Membership (QAM).

£144 a year or £12 a month

APA Membership (Supported) (QAM).

£96 a year or £8 a month

Member In Training



Benefits of APA Membership (MIT)

APA Membership (MIT) is designed to acknowledge your capacity for self-awareness in building ethical, client focused partnerships and effective therapeutic practice. It is not specific to any modality.

APA Membership (MIT) is awarded through an in-depth application and assessment process. In which, you must be able to demonstrate a real understanding of your desire to promote best practice in the way you work and how you help your clients.

All Standard Member benefits plus:

- Use of the title 'APA (MIT)'
- A certificate of acceptance and the 'APA (MIT)' logo that you can use to promote your professionalism.
- Professional recognition of the quality of your understanding of therapeutic knowledge.

Requirements

APA Membership (MIT) is only available to students that are currently enrolled on Therapeutic or Psychological Course, that meets the requirements as detailed below:

Qualifying requirements

You must be enrolled on a certified course with a minimum of a level 4 (four) Diploma, in professional counselling, psychotherapy or training that:

- Includes a total of, at least 450 hours of tutor contact hours.
- Lasts at least two years (part-time) or one year (full-time).
- Includes a supervised placement of at least 100 hours, as an integral part of the training covering theory, skills, professional issues and personal development and requires an assessment of your competence at the end.
- You can use more than one course to meet these requirements.

NB Applicants must provide details of course at the time of application.

You cannot include:

Continued Professional Development (CPD) training courses which are not considered core practitioner training for counselling and psychotherapy.

Any additional certified training that supports your chosen therapeutic process, can be recognised in your Membership listing once agreed during the Application & Assessment Process. We reserve the right to include and exclude certified courses based on our own research and that of others. The boards' decision on such courses will remain under review, as research and knowledge of such courses evolves.

Supervision requirements

All MIT Members should be working with a supervisor during their training period, this will evolve from supervision by tutors to an independent certified supervisor.

Supervision while in placement:

While you are on placement in a therapeutic role. You should have an ongoing provision for counselling or psychotherapy supervision for a minimum of 1 hour per week during your placement. This can be met through a collection sources, Course tutors, Placement Supervision, Group Supervision, as well as privately arranged 1-2-1 supervision.

Supervision outside placements:

While a member is not in placement, supervision should be recognised as a powerful support system, that enhances the members capacity and knowledge and personal development. Therefore, all MIT members should be in receipt of a monthly minimum total of 1.5 hours of supervision from a single source.

A copy of your supervision record must be maintained by yourself, as well as by your placement supervisor.

You can have more than one supervision contract in place, However, the minimum requirement, must be with a single supervisor.

2 Hours per annum Emergency / Crisis Supervision is available to all APA Members as part of the Membership Fee. Additional Supervision contracts with APA Accredited Supervisors is available via the APA Referral system.

The Essay and Statement requirements

The Essay

In line with industry practice, APA Membership requests all applicants submit a short essay (1000-word limit) reflecting your knowledge and understanding, and how you apply them in your client interactions and working relationships. Unlike industry practice, we acknowledge the potential learning potential contained in such essays. Therefore, we offer every applicant the opportunity to have their essay entered into an annual competition to have their essay published. This will give the winning members a revenue stream, from their essay. While supporting the sector to grow and develop from the contribution, that would, otherwise be lost.

The Statement

In Section 8 of the APA Membership Application form all applicants are required to complete a statement (300-word limit) reflecting on Self-awareness. This statement will be used by the APA Membership Assessment Team to prepare your 'Conversation of Discovery'. This is the verbal component of the application process.

Commitments

APA Elevated Members (MIT) commit to completing a record of On-going Professional Development (OPD) that requirement is a minimum of 10 hours per year.

As an APA Elevated Member, you agree to abide by our [Ethical & Professional Protocols](#). Reading and completing the Ethical & Professional Protocols document and agreement form, are part of the application process. You should also read our membership policies.

As an APA Elevated Member, you must agree to uphold the terms and conditions of the membership. You will have to recommit every year when you renew your membership.

The Oath

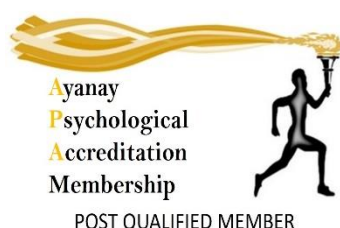
APA Membership understands that public confidence in our sector is paramount, if individual professionals are to succeed. We have developed an Oath of commitment to Ethical Learning. This Oath is part of our Ethical and Professional Conduct protocols. All applicants wishing to become a Member In Training will be accepting this Oath.

Oath of Commitment to Ethical Learning

I swear to honour and uphold this oath, to the best of my knowledge and awareness. I will respect the learnings and wisdom of those therapists, counsellors and coaches both in the present and the past, who have shared their experiences, and guidance, and in so doing have shaped my understanding and knowledge. I pledge to use their ethical teachings in my work with, Clients, Colleagues and Peers.

WHAT HAPPENS WHEN YOU QUALIFY?

When a 'Member In Training' qualifies they should send confirmation of qualification, to the Assessment Team at APA. If the member is engaging in therapeutic work as a qualified professional, we will ask that they also confirm the details of their Insurance and supervisory provision.



The newly qualified status will be reflected on a member's directory listing. Members in their 1st 12 months post qualification period, Will be registered as 'POST QUALIFIED MEMBER'. They will receive an updated Certificate and a PQM digital badge, which will replace the MIT digital badge.

Please note: There will be NO ADDITIONAL FEES. Members that need to renew their membership, in order to complete their Post Qualification Period, will be able simply continue paying monthly payments until they have completed the Post Qualification Period and are eligible to apply for Qualified Accredited Member status.

Post Qualification Period

This period is designed to insure maximum support to a newly qualified member. As members are on the road to accreditation.

Supervision during the Post Qualifying Period must meet the minimum requirement of 1.5 Hours a month. This can be made up of multiple sources of supervision, that can include on job supervision, where a member is employed or completing specialisation training.

Members will be required to identify their primary source of supervision.

Members are advised to follow their supervisors' guidance, in regard to any additional supervision, they would benefit from.

Members are encouraged to develop and maintain connections with fellow professionals and ensure they are completing CPD.

As this period of personal and professional development is so vital for any newly qualified professional, ALL Post Qualified Members will remain within the remit of APA's Member In Training Directorate.

How to apply

APA Membership (MIT) involves a detailed written application and an assessment process:

- Full details of Course/s.
- Proof of Identity and Addresses (home and work) and any work Permits as required.
- Proof of any Employment in a Therapeutic Role as appropriate.
- Copy of current DBS / Disclosure Certificate. (Working with Vulnerable People)
- An Essay (1000-word limit) reflecting your knowledge and understanding, and how you would apply them in your client interactions and working relationships.
- Details of any Supervision contracts / Employers' supervisory provision.
- A verbal assessment with an APA Membership Assessor.

Costs

APA Membership (MIT) subscriptions run for a year and are reviewed annually.

If you're receiving certain state benefits or have no personal income, you may be entitled to pay a reduced fee. The details of the 'Supported' status will be held confidentially by APA. There will be no public recognition of supported status.

You will need to select this option when you Apply or renew your Membership. You must provide evidence to support your request for 'Supported' status.

Member In Training

APA Membership (MIT).

£96 a year or £8 a month

APA Membership (Supported) (MIT).

£60 a year or £5 a month

Psychologically Alert Member



Benefits of APA Membership (PAL)

APA Membership (PAL) is designed to acknowledge your self-awareness and desire to develop a psychologically based, ethical, person centred focus in your working practices.

APA Membership (PAL) is awarded through an in-depth application and assessment process. In which, you must be able to demonstrate a real desire to promote and develop, best practice in the way you work and how you can enhance the psychological well-being of yourself and those around you.

All Standard Member benefits plus:

- Use of the title 'APA (PAL)'
- A certificate of acceptance and the 'APA (PAL)' logo that you can use to promote your professionalism.
- Professional recognition of your understanding, of the benefit of psychological awareness to enhancing working relationships.

Requirements

APA Membership (PAL) is open to professionals or those in the Voluntary Sector that have a desire to increase their psychological awareness.

Qualifying requirements

Anyone in a professional role, employed or working on a voluntary basis, in Education, Social Care, Law enforcement, Judiciary, Prison & Probation, Law, HR, Mental Health, Sport, Youth and Community work, Local Government etc, where interactions with non-professionals are the predominant nature of their role.

Therapeutic Professionals that have not yet completed a Level 4 (Four) Diploma or above, or are practicing in an area other than Counselling or Psychotherapy, are able to become accredited as an APA (PAL) Member. This includes Coaches.

Commitments

APA Members (PAL) commit to completing a record of On-going Professional Development (OPD) totalling 10 hours per year.

As an APA Elevated Member, you agree to abide by our [Ethical & Professional Protocols](#). Reading and completing the Ethical & Professional Assessment document and agreement form, are part of the application process. You should also read our membership policies.

As an APA Member, you must agree to uphold the terms and conditions of the membership. You'll have to recommit every year when you renew your membership.

How to apply

APA Membership (PAL) involves a written application and an assessment process:

- Full details of Professional or Voluntary Role.
- Proof of Identity and Addresses and any work Permits as required.
- Proof of Employment or Voluntary Engagement.
- An Essay (500-word limit) reflecting your psychological knowledge and understanding, and how you believe psychological awareness can enhance your interactions and working relationships.
- A 'Conversation of Discovery' with an APA Membership Assessor.

Costs

APA Membership (PAL) subscriptions run for a year and are reviewed annually.

If you are receiving certain state benefits or have no personal income, you may be entitled to pay a reduced fee. The details of the 'Supported' status will be held confidentially by APA. There will be no public recognition of supported status.

You will need to select this option when you Apply or renew your Membership. You must provide evidence to support your request for 'Supported' status.

Psychologically Alert Member (PAL) Types

APA Membership (PAL).

£96 a year or £8 a month

APA Membership (Supported) (PAL).

£60 a year or £5 a month

Insurance

It is a requirement of all our Therapeutic Professionals to have and maintain adequate insurance for their professional activities. APA cannot endorse or protect a professional member that does not hold valid insurance.

We are proud that our members are entitled to reduced indemnity insurance through Holistic Services Insurance.

Please note, no member is obligated to use this insurance provider.

By ensuring all QAM and PQM hold and maintain adequate insurance cover, APA can be confident in its active promotion of members. Protection in the event of adversity both personal and professional is factor increases confidence in the professionalism of the sector.

Membership Promotion and Advertising

All APA Members can promote their membership in several ways.

APA Elevated Directory

As an APA Member, you are automatically entitled to have your website and your profile included in the APA Elevated Directory. This is Directory is open to the public and is actively promoted by the APA Management.

Qualified Accredited Members that offer Supervision Services will be clearly shown on the Directory.

NB. APA will not be hosting tiered membership levels.

Featured Member

APA will each month promote 1 randomly selected member from each membership type. A short feature will be written and published on all APA Social media platforms. This will include a link to the members listing on the APA Directory.

Use of Membership Logos

Each membership type has it's designated Logo. Members will receive authorisation to use the appropriate Logo on successful completion of the Application and Assessment process. Members may choose to use the Logo as they see fit. Members may not alter the Logo in any way. To do so will result in membership being terminated.



Promotional events

Where appropriate APA will notify members of opportunities to promote their services at selected APA Retreats and Events. APA reserve the right to select such events as we deem appropriate.

When such notifications are made, they will be made to all members without prejudice.

The space available to promote members services will be dictated by venue.

The cost for such promotional space will vary and will be made transparent on the notification.

Use of APA Social Media Platforms

Our main aim is to support the therapeutic community. To this end, all APA Members will be invited to join a MEMBERS ONLY Facebook group. The details of which and guidelines for use of this space will be included in your letter of acceptance.

Use of APA Video Platform

APA will develop our video platform, allowing members to share their video content (once authorised by APA). This will allow members to earn from their content.

Membership Disclosure policy

All members are asked to confirm at Application and renewal that they have read and understood the current Ethical & Professional Conduct Protocols, regulations, policies and procedures.

If your work involves research into counselling and psychotherapy, where a research project has legal connections, we advise members to declare their projects in advance. These declarations will be held in confidence, for the protection of the member.

You are also required each year to disclose, and declare, anything that may prejudice the public's perception of the profession, bring APA into disrepute or compromise the standards of good practice within the profession.

Please note that disclosure of any information does not automatically exclude you from APA Elevated Membership. However, failure to disclose such information may result in a refusal or withdrawal of membership.

Acceptance of your membership and subsequent renewals will only be confirmed and Membership Numbers issued when the Application & Assessment process has been completed.

Disclosure

If you can answer 'yes' to any of the following Disclosure statements please provide a full and comprehensive signed statement including details of:

Circumstances surrounding the disclosure,

- Any mitigating factors.
- What steps you took to turn your life around.
- What you have learnt from your experiences.

You should send this to our Ethical & Professional Conduct department marked 'private and confidential'.

Disclosure statements

- Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974?
- Have you ever been refused or expelled from membership of any professional body or register on the grounds of professional misconduct?
- Have you ever been the subject of any civil claim brought against you, other disciplinary action, investigation, proceeding or enquiry?
- Are you currently or likely to be the subject of any disciplinary action, investigation, proceeding or enquiry?
- Is your fitness to practise impaired for any reason including health or personal circumstances?
- Are there any other factors which could call into question your suitability for membership?

All material information relating to your membership must be disclosed. It is your responsibility to ensure that you declare all relevant information.

Any information declared may be processed alongside APA's own due diligence to determine your suitability for membership of APA.

Under the Rehabilitation of Offenders Act 1974, certain convictions will become spent after a certain amount of time. If you have been convicted of a criminal offence you must declare your unspent convictions but do not need to declare ones that are spent. For guidance on whether or not a conviction is spent please speak to the Citizens Advice Bureau or the relevant Government department.

If you have any convictions, please list your unspent conviction(s) on a disclosure of criminal convictions form available by calling customer services.

Complaint Protocols

Our promise to you

We will:

- Abide by our company values and act with integrity, openness, honesty, fairness and respect, at all times.
- Act with the highest standards.
- Listen, learn and grow from every experience.

How to complain

If you feel that an APA employee or Member has fallen short of the high standards you should expect, you have a right to make a complaint.

We take all complaints seriously and will discuss the details with you directly to find a fair and balanced solution to every complaint.

You can contact us to make a complaint:

- By telephone - call our customer service team on 0208 556 4984
- By email to info@ayanay.co.uk
- In writing to Ayanay Psychological Accreditation, 10 The Shrubberies, South Woodford, London, E18 1BD

What happens when I've made a complaint?

We'll acknowledge your complaint within 48 Hours of receiving it.

We will:

- Arrange a direct conversation of discovery. With a Senior APA Executive.
- Discuss the details of your complaint and agree an action plan.

All Action Plans will have a 10-working day Resolve or Report Cycle.

If a complaint cannot be resolved in the first 10-day cycle, a dedicated complaint handler (DCH) will be appointed.

You will be kept informed at every stage, or as agreed in the action plan.

We will aim to resolve all complaints as quickly, fairly and effectively as possible. If the assigned DCH is unable to resolve your complaint within 20 days, your complaint will be escalated to a Senior APA Executive, to lead the APA Response.

If you remain dissatisfied when you receive APA's response, you can ask for your complaint to be reviewed by a member of the APA Board of Directors. The review will be completed within 20 working days.

The decision of the Reviewing Director is final and there is no further right of appeal.

How APA will grow from complaints?

If things have gone wrong, we will:

- Accept, acknowledge and explain what went wrong.
- Apologise and tell you how we're putting things right.
- Consider developing processes or providing specific training to prevent the same problem in the future.

How long do I have to make a complaint?

We ask, that you to contact us within a month of you finding out you have reason to complain. in exceptional circumstances, we may be able to accept your complaint after this deadline. This will be discussed with the Senior APA Executive during the direct conversation of discovery.

What we can't look into

There are some things we can't deal with through our service complaints process. Examples are:

- Any decisions made under our Ethical & Professional Conduct Protocols.
- Any attempt to have a previous complaint reconsidered.

If your concerns can't be dealt with under our service complaint policy, we'll contact you and explain the reason why.

Cancellation policy

APA Members can cancel their membership at any time, but may not be eligible for a refund of fees already paid.

Ceasing your membership will also stop access to all APA Membership benefits, products and services, that are received through being an APA Elevated Member. Cancellation without prejudice, means members that cancel their membership will not be excluded from APA public events, or from reapplying for membership at a later time.

When you cancel your membership

If you choose to, you can end your membership or stop any service you've applied for separately, by telling us. This should be confirmed in writing or by email. If you do tell us that you wish to end your membership, you will no longer be able to benefit from being a member.

If you pay your subscription by Direct Debit payments the Direct Debit instruction will be cancelled by APA for the next payment. Please note that if you cancel your Direct Debit instruction this will automatically terminate your membership. It is therefore important that you contact APA as soon as possible.

In the event of you wishing to end your membership we will require payment of any arrears that may be due from you at the time and the removal of any and all links from your marketing material, including your online presence, following which you will have no further obligations.

Cancelling your membership

Cancellation of membership needs to be in writing, either by letter or email. On receipt of your request, our Membership Executive will complete our, *APA Departure Assessment*. Your membership will be current until we receive confirmation, that there are no outstanding fees or disciplinary enquiries, or actions against you. APA will write to you to confirm that we have cancelled your membership as per your request. However, until this letter is received you should consider your membership to be current and that you remain obligated to the terms and conditions, policies, *Ethical & Professional Protocols* of APA.

If you choose to end your membership, or your application to membership is declined, we will keep all your information confidentially and secure, for a period of 12 months.

You will no longer appear on the APA Directory, be able to use the APA Elevated (Accred) logo and may not use any designatory letters or titles.

If you are subject to an ongoing disciplinary procedure with APA, any request to cancel, may be held until completion of the procedure.

Reinstatement of cancelled membership

Dependant on the APA Departure Assessment stating 'No Objections'. Cancelled membership can be reinstated at any time within 12 months of the original request taking effect, via the completion of a membership reinstatement form. As the original request was for cancellation the

membership will not be backdated but will restart from the point of the membership being reinstated.

Those requesting reinstatement of cancelled membership will also need to submit the necessary supporting documentation, as laid out in the Departure Assessment.

Unfortunately, after 12 months of a membership being cancelled, the only route to restart membership is to complete in full a new Membership Request.

The Elevated Directory

Once your request to cancel your membership is confirmed, your entry will no longer be displayed on the directory search pages of our website.

Conferences and events

Cancellations of conference or event attendance will be required in writing or by email. If there is more than two weeks to the conference or event, a refund will be issued according to the refund policy. If you cancel after this period or are unable to attend without letting us know beforehand the attendance fee will be forfeit.

Termination of Membership policy

APA reserve the right to Terminate a membership for reasons other than breeches of our Ethical and Professional protocols. This policy details the more specific reasons we may terminate your membership.

All members, of every category of membership need to be concerned with the maintenance of good practice within the profession and commit themselves to practising according to the *Ethical* and *Professional Conduct Protocols* to which members must adhere.

We may end your membership, and stop providing services or products and end our agreement, with immediate effect. Any services linked to your membership will stop at the same time. ie your APA Directory entry, entry to any Members or public events. Without reimbursement, of any fees already paid.

If we don't exercise rights that we have against you straight away, we can still do so later.

Reasons for termination of membership

Some more practical examples of why we may terminate membership are:

- If a member is unsuccessful in renewing their membership.
- If a member is unsuccessful in passing an APA Audit.
- If a member is found to be ineligible for a chosen membership category.
- You provide us with false or misleading information at any time.
- You allow someone else use your membership or associated products and services.

These examples are not exhaustive and merely demonstrate some circumstances that may result in the terminations of membership.

Instant Termination

We may also end membership immediately (and stop providing services and products) if we have reasonable grounds for thinking that you have done any of the following:

- You have breached any of our Ethical and Professional Conduct Protocols.
- You have put us in a position where we might break a law, regulation, code or other duty that applies to us if we continue your membership.
- You behave in a threatening or abusive manner to our staff or a fellow member.
- We believe that maintaining your membership might expose us to action or censure from any regulator or law enforcement agency.

Other products and services

On ending of membership all benefits, products and services will cease and you will not be entitled to access these.

Members are advised that APA may also, in certain circumstances, consider a Lifetime block on a member.

Refunds

If membership is terminated for any reason no refund of membership subscriptions, products or services will be made.

Public declarations of termination

Any termination APA Membership will ONLY be published where, it is in relation to breaches of Ethical and Professional Conduct that put clients at risk. APA also acknowledge, that it may be appropriate in some circumstances for the Disclosure and Barring Service and Disclosure Scotland and/or other relevant authorities and employers, if applicable, to be notified. (NB APA will NOT publish details of any such termination. Only that x member has been removed from the membership).

APA Membership Terms and Conditions

If you wish to become an APA Elevated Member, you will have to meet the Application and Assessment requirements and agree to the following terms & conditions, which are set out below.

Your initial application includes a paragraph entitled 'Applicant's Declaration and Signature' which you sign and return to us. The terms and conditions set out below do not supersede this declaration, they are in addition to the declaration.

Terms and conditions

- I confirm that the information provided by me in my Membership Application is accurate, is not subject to any alteration or change and that by signing the agreement and declaration at the end of these Terms and Conditions I confirm and agree that information I submitted is true.
- I confirm and agree that my application request for my chosen Membership type is correct and I meet the requirements of the specified membership type.
- I confirm and agree that I will abide by the APA *Ethical & Professional protocols* and any amendment or variation that may be made to it and any other formal, written statements that APA may make from time to time with regard to ethical practice.
- I confirm and agree that I will ensure that my personal details are kept up-to-date.

- I confirm and agree that I will ensure that I have adequate, current and ongoing professional indemnity insurance sufficient to my area(s) of practice.
- Members must ensure that they are covered by adequate indemnity insurance for all areas of their work. We advise members in employment to check that the employer's(s') indemnity insurance includes and fully covers counselling and psychotherapy.
- I confirm and agree that I will ensure that I undertake and record On-going Professional Development (OPD) in line with the

membership requirements and will abide by and fully cooperate with the APA OPD audit procedure, as may be varied from time to time.

- I confirm and agree that I will ensure that I have appropriate supervision in place and will abide by and fully cooperate with the APA supervision audit procedure, as may be varied from time to time. If I am an accredited member, I further confirm that my supervision or consultancy arrangements constitute, a minimum of 1½ hours per month with a single supervisor.
- I confirm and agree that I will notify my supervisor(s) that the APA Audit Team (hereinafter referred to as AAT) may make contact to confirm that I have appropriate supervision in place. I hereby agree, to provide the APA with details of my supervisor(s) (should they change from the details given in my Application). Who may be contacted and I agree to give authority to that supervisor(s) to disclose such information that the AAT may deem appropriate. I also give full and complete authority to the AAT to contact that supervisor(s) to request such information as may be required in accordance with any enquiry relating to the supervision audit protocol or any disciplinary process.
- I confirm and agree that I will declare any issues relating to character that may affect my practice. Please refer to the *Ethical & Professional protocols*
- I confirm and agree that I understand that professional conduct details will be disclosed to relevant parties where deemed necessary or obligatory.
- I confirm, acknowledge, accept and agree that if my APA Membership is terminated, will ONLY be published where, it is in relation to breaches of Ethical and Professional Conduct that put

clients at risk. I respect that it may be appropriate, in some circumstances for the Disclosure and Barring Service and Disclosure Scotland and/or other relevant authorities and employers, if applicable, to be notified.

- I confirm that I understand and agree that withdrawal of membership as a result of professional conduct proceedings or failure to comply with the audit requirements will result in the termination of my membership of APA.
- I confirm that I am aware that the APA Directory is accessible to the public and as such I agree that information regarding my name, geographical location, registration status,

membership status and professional conduct sanctions is freely available, in line with GDPR.

- I confirm that I will only offer therapeutic supervisory support, (Paid and non-paid) following successful completion of an Industry Approved Course in Practical Supervision, with a minimum of a Certificate in proficiency.
- I confirm that I will honour the supervisory requirement and accept that to work without a supervisor would equate to being in breach of the Ethical and Professional Conduct Protocols.
- I confirm that any information that I have given is truthful and that I have provided full, frank and complete disclosure of all matters that may be relevant to my inclusion as an APA Member.
- I further confirm and agree that if there are any changes to any of the information, I have given I will notify APA immediately at info@ayanay.co.uk

The terms and conditions are provided here for information only. If you are eligible to join you are welcome to start the Application & Assessment process today.

Ethical and Professional Conduct Protocols

At APA we support and encourage all members to maintain an active learning attitude towards Ethical and Professional Conduct. If in doubt on any question of Ethical and Professional Conduct, members should seek guidance from APA directly.

All Members

1. Ethical and Professional Conduct overview

A. Trust, Openness and Truth

Congruence in and out of your practise, is essential. The foundation of all positive relationships, begin with trust, openness and truth.

B. Confidentiality, Protection, and Boundaries

Creating boundaries, creates safety and security, being confident to set boundaries in your professional and personal life is reflective of assertiveness, self-care and ethical practice.

C. Accountability and Responsibility

We all make mistakes, responsibility to acknowledge, process, accept, and explore, is reflective of accountability and responsibility.

D. Social Media

APA does not condone any information regarding clients being disclosed via any means, including social media, this includes Facebook, Twitter, Therapy Groups, LinkedIn, or any other platform. APA will vigorously, protect all clients and remove any such breaches of client identification, from all our Social Media platforms.

2. What are Ethical and Professional Breaches

- Legal and moral breaches of confidentiality
- Sexual misconduct
- Non-disclosure of criminal or civil investigations
- False recording of evidence
- Bringing the industry into disrepute
- Malicious communications
- Misrepresentation of a client

This is not an exhaustive list.

Qualified Accredited Members

1. Oath of Commitment to Ethical working

I swear to honour and uphold this oath, to the best of my knowledge and awareness. I will respect the learnings and wisdom of those therapists, counsellors and coaches both in the present and the past, who have shared their experiences, and guidance, and in so doing have shaped my understanding and knowledge. I pledge to use their ethical teachings in my work with, Clients, Colleagues and Peers.

2. Commitment to Ethical Practice.

- All qualified therapists need to work in line with our ethics and boundaries, utilising their self- awareness with clients and with others.
- Obtaining appropriate insurance, holding a valid qualification, regular recorded supervision, Ongoing Professional Development (OPD) and an ability to utilise self-awareness for the benefits of clients and yourself, and referring on when necessary.

NB. APA offers Emergency Supervision to all members, in case of emergency and in the context of current supervisory arrangements.

- Creating a living Will is deemed ethical in the event of death. Assigning a peer or supervisor is advised.
- When working with children or vulnerable adults*, having a current DBS in place is essential.

*Vulnerable adult refers to any adult with a diagnosed vulnerability in learning capacity or physical frailty.

- Confidentiality applies No information being disclosed, unless in peer supervision or with your supervisor. Social Platforms are not the place to discuss clients.
- Ethical and effective boundaries must be maintained.

We also advocate therapy, but this is not a mandatory requirement. We believe that APA members are aware enough to know that therapy is essential when needing to process, and if that need is required, they will utilise a therapist to assist them.

3. Specifics of QAM Ethical and professional working practice

A. Moral values

Congruent, Honest, Reflective, Responsive, to hold these qualities is to create a foundation of trusting and positive relationships.

B. Legal Alignments

Confidentiality in line with GDPR Reg. being registered through the ICO, Reporting of danger to individuals, or by individuals to another, to the appropriate authorities, (Police, Social Services, GP). Reporting of illegal offences in relation to other therapists. Disclosing to APA, legal actions against yourself, whether criminal or civil, ensuring indemnity insurance is acquired.

C. Conflicts of Interests

APA members are required not to obtain services from clients in return for therapy, or to involve themselves with friends or close acquaintances, in utilising therapy in return for services, to be conscious of conflicts or interests and abide by our ethical framework.

D. Self-Care

APA members are expected to be aware of their limitations in relation to self-care, to have no more than 25 clients weekly, to ensure breaks in relation to note taking and processing between appointments, to be consciously aware of tiredness, sickness and ensure self-care is a priority for the practitioner.

E. Autonomy

APA members have the right to challenge APA in line with Autonomy, encourage clients to reach autonomy, to avoid collusion within the therapeutic process, to be exploratory, rather than advisory in the context of the appointment. EG. To advise and instruct how to utilise a breathing technique is appropriate, to instruct another to break up a relationship, is inappropriate.

F. Supervision

Ongoing supervision is mandatory for all qualified therapists and APA members must provide their supervisors details on becoming a member, and must inform APA when they change Supervisors. Supervisors, also have the responsibility of reporting unethical breaches in line with APA Ethics and Guidelines. A current record of supervisors' details is included within your application form.

G. On-going Professional Development (OPD)

APA will perform Audits randomly on members and OPD is essential in live with continued development. OPD includes, research, reading, training, seminars, Psychological Retreats.

H. Living Will

APA members are duty bound to create a living will, with either a peer, or supervisor and gain agreement in writing from all clients, that upon their death, they will be contacted by an agreed party and informed, offered support and redirected to services appropriately and destruction of all notes attached to said clients. Creating a form consisting of purely contact details and clients name and obtaining clients signature and consent, fulfilling responsibility to clients upon your death.

Member In Training

1. Oath of Commitment to Ethical Learning

I swear to honour and uphold this oath, to the best of my knowledge and awareness. I will respect the learnings and wisdom of those therapists, counsellors and coaches both in the present and the past, who have shared their experiences, and guidance, and in so doing have shaped my understanding and knowledge. I pledge to use their ethical teachings in my work with, Clients, Colleagues and Peers.

Commitment to Ethical Practice

A member in training complies in the same way the qualified therapist does, except in relation to Supervision and Insurance. Ethical practise begins from the commencement of study. This involves complying with course requirements and fulfilling all obligations. Once seeing individual clients, within said course, APA ethics and boundaries should be adhered to.

- Supervision should be included within any placement. If this is not available, supervision via an independent supervisor will be required. 1 hour to every 5 clients seen.
- Evidence of your course and supervision details are required upon applying for membership. Members in training must recognise capacity and communicate with placement managers and course tutors, if uncomfortable or uncertain of any situation.
- Being aware of assessment paperwork and boundaries, prior to appointments in placements.

- Utilising your therapeutic experience for self- development, not for guidance through your course.

APA reserves the right to request a summary of academic attainment from a member's course provider in the event of any challenge to a member's competency.

2. Specifics of MIT Ethical learning and development of professional and self-awareness

A. Moral values

Honesty, Integrity, congruence, empathy and unconditional Positive Regard are all reflective of moral values.

B. Conflicts of Interests

All trainees must be aware of situations which can create conflicts of interests, ie, In a placement, a direct line manager, ought not to be your supervisor, they are two separate roles and can result in conflicts of interest.

C. Self-Care

Is paramount, and all trainees need to be accountable and manage their self-awareness in relation to self-care.

D. Autonomy

We encourage Autonomy and our emergency supervision or your independent supervisor ought to be supportive within your own autonomy, and that of clients.

E. Supervision

The role of supervision is critical in providing clients with best practice. All MIT must ensure they maintain the supervision requirements as laid in their membership requirements.

F. On-going Professional Development (OPD)

To adhere to course requirements in line with professional development and supplement the course learning with approved professional learning.

Psychologically Alert Member

Commitment to Ethical use of psychological awareness.

Psychologically interested parties are not under the same remit as trainee therapists or qualified therapists. We, at APA, would encourage individual therapy as conducive to personal development, but this is not a mandatory requirement. All interested parties are welcome to be involved in our events that aim to increase your learning and your self-awareness and being an interested party does not exclude you from any Ongoing development that we will be hosting.

We do however, encourage all Psychologically Alert Members to work in line with our ethics and boundaries.

A. Morals

Honesty and Integrity play a successful role in all relationships.

B. Responsibility

To protect, respect and honour APA's Ethical Protocols

C. To enhance our membership positively and appropriately

Actively engaging with those around you in a way that promotes psychological awareness and understanding.

Recommendations and Advice

It is APA's intent to provide members, be they Qualified, In Training, or Psychologically Alert, with the best possible network from which to grow, develop and ultimately support those around them.

To this end, we respectfully offer all members our recommendations and advice. This is, as a supplement to all APA membership requirements and terms and conditions.

We will publish Recommendations and Advice in response to members requests and sector developments.

Supervision

APA acknowledges the importance of effective supervision; we actively encourage all members to follow the advice of their supervisor.

Qualified Accredited Members:

Recommendations:

Recommendation 1

APA is acutely aware that the early years of therapeutic practice, following qualification can be especially challenging for any new professional. It is vital for the development of best practice that all, newly qualified professionals are able to access effective supervision. It is a requirement, that any APA Member offering supervision services, either paid or unpaid, are certified to offer such service. We therefore, recommend all members ensure that the supervisor they use as their Primary Supervisor, (i.e contracted to a minimum of 90 minutes per month) is certified to provide supervision to newly qualified professionals.

Recommendation 2

Just as it is vital that the Supervisor is sufficiently capable of providing an effective service. APA advocates that all supervision is appropriate to the members capacity, experience and knowledge as a working professional. While the supervision requirement is for a minimum of 90 minutes per month with a single Primary Supervisor. (this must be declared and kept up to date, as part of the membership requirement.) APA recommend that all members use the minimum supervision guidance outlined below:

Post Qualification – 2 years

Minimum Recommended Supervision level = 1 hour per week. Average 4 hours a month.

This can be composed of multiple supervisors, where a member may be providing services to multiple organisations for example. If a member is providing therapeutic services to a single employer it may be prudent to secure the services of a supervisor, independent of the employer, as your Primary Supervisor.

Post Qualification 3 - 5 years

Minimum Recommended Supervision level = 45 minutes per week.
Average 3 hours a month.

This can be composed of multiple supervisors, where a member may be providing services to multiple organisations for example. If a member is providing therapeutic services to a single employer it may be prudent to secure the services of a supervisor, independent of the employer, as your Primary Supervisor.

Post Qualification 5+ years

Minimum Recommended Supervision level = Average 2 hours a month.

This can be composed of multiple supervisors, where a member may be providing therapeutic services to multiple organisations for example. However, if a member is providing therapeutic services to a single employer, it may be prudent to secure the services of a supervisor, independent of the employer, as your Primary Supervisor.

Advice:

Members are encouraged to follow the guidance of their supervisor/s in relation to the type and frequency of supervision they would benefit from, based on the members need in any given situation. (Members are reminded that should they need to seek additional support. The Elite Directory will highlight all APA Members that are able to offer support.)

Members are advised NOT to use the Emergency Supervision component of their membership to resolve questions or disagreements between members and supervisors.

Member In Training:

Advice:

Point 1:

During your course of study, you will have various cause and opportunity to receive supervision. In addition to the MIT Supervision Requirements when in placement, APA advise all Members In Training to consider utilising a supervisor for their own personal development.

Point 2:

Effective supervision has been shown to deliver the best outcomes for all 3 elements, (Employee, Client & Supervisor) and the overall organisation, when supervision is delivered, independently of the employee's

operational management. We advise that this principle of operationally independent supervision is adopted.

Psychologically Alert Members:

Advice:

APA offers the following advice on the topic of supervision, to all sectors that use supervision as a means of developing effective professional conduct and protection of client interests.

Point 1:

A good operational manager does not automatically make a good supervisor. No one should be working in a supervisory capacity without having first obtained a professional competency certificate to deliver supervision.

Point 2:

Effective supervision has been shown to deliver the best outcomes for all 3 elements, (Employee, Client & Supervisor) and the overall organisation, when supervision is delivered, independently of the employee's operational management. We advise that this principle of operationally independent supervision is adopted.

Specialisation Training

Member In Training:

APA acknowledges the importance of effective training in specific specialisations or areas of professional practice. That said, APA accepts that the potential, for long term psychological damage to be inflicted, with no intent or immediate symptom, simply due to premature exposure to a specialised environment. APA encourage all members to ensure that children and vulnerable adults are protected from risk of psychological harm.

Recommendation:

APA Recommend that all psychologically based practice with children and vulnerable adults is classed as a Specialised Skill Set. Therefore, all training in a specialised skill is only undertaken, post qualification.

Advice:

APA advise all organisations that currently use pre-qualified trainees to deliver psychological services to children or vulnerable adults to cease. The long-term impacts of trainees on such groups is increasingly being discovered as negative, long after the trainee has completed the engagement with the individual. We acknowledge that this is wholly unintended and simply a side effect of inexperience being used in an environment where experience is critical. APA holds no prejudice to any member that has undertaken such training before qualifying.

Placements During Training

Charities, 3rd Sector organisations, statutory providers and others working with pre-qualified trainees:

APA acknowledges that placements during training are of vital importance. This should never be eroded and we encourage all those in training to use placements to increase and widen their knowledge base. Given that APA recommend, placements during training do not include working with children or vulnerable adults:

**Vulnerable adult refers to any adult with a diagnosed vulnerability in learning capacity or physical frailty.*

Recommendation:

We recommend that Charities, 3rd Sector organisations, statutory providers and others that benefit from providing Training placements to pre-qualified professionals declare their commitment to working ethically in not exposing children or vulnerable adults to a pre-qualified trainee.

Advice:

APA acknowledges that many placements will be currently underway, at the time of releasing this document. We therefore advise all organisations that are impacted by this point to cease commencing any new such placements. Replacing pre-qualified professionals with post-qualified professionals that wish to specialise in the specific Skill Set. At this time, we advise that no alteration is made to the operational safeguards and protections currently in place for those that are in Training.

Please note the APA MIT (Member In Training) status extends to a minimum of 12 months following qualification. It is this first 12-month

period that many newly qualified professionals will require the learning in their chosen specialisation.

Equality and Diversity Commitment

APA is dedicated to ensuring equality and diversity across the therapeutic community.

We therefore, maintain and protect the neutrality of our Membership Assessment Process. All APA Members will be assessed on their experience, capacity, capability, commitment, and use of self-awareness to support and enhance the therapeutic growth of their clients.

We believe that generations of segregation by identification categories, have been counterproductive in the desire to effect inclusive diversity and equality. Highlighting differences to show inclusion is by nature an oxymoron.

APA does not request, members to declare their Race, Religion, Creed, Orientation, or any other such personal details. Members that meet the qualifying requirements, for the appropriate membership category, will be treated as equals, across the APA Membership and within the wider therapeutic community.

This commitment to neutrality extends to ensuring there is no bias in favour of members on the same basis, of their Race, Religion, Creed, Orientation, or any other such personal details.

We ask that all members acknowledge, that to adjust one's treatment of a client or colleague, based on their Race, Religion, Creed, Orientation, or any other such personal details, is a fundamental breach of Ethical and Professional Conduct, as to do so, brings the whole industry into disrepute.

In becoming an APA Member, professionals across the membership demonstrate a desire to develop effective solutions and communication, that increases the effective inclusion and normalisation of a diverse culturally experienced base, within the therapeutic community.

Our Commitment is to treat all members, from all backgrounds and experiences equally.

We commit to uphold any and all legal requirements and confirm that no preferential treatment or protection will be extended to members based on their Race, Religion, Creed, Orientation, or any other such personal details.

APA Exclusive Group on Facebook

APA Exclusive is a closed Social Media group on Facebook, only open to those receiving an invitation to join, having first successfully completed their Ayanay Elevated Membership Assessment.

Please read this, Prior to choosing to joining the APA Exclusive group on Facebook. You will be asked to confirm reading and accepting these Social Media Rules

Joining the group will be taken to signify that you agree to abide by the boundaries of the group. We have endeavoured to ensure this platform is as safe and secure as the online world allows. We however, remind all members that the online world is continually developing and evolving, as a result nothing posted on line is ever 100% secure, private and while the APA Management actively works to insure, the best members experience online, we ask that members abide by our boundaries, for the benefit of all members.

The Process

Member Confirmation email is sent to new member with the link to the Facebook group, Member sends a request to join the group

“ALL questions MUST be answered to join group”

All questions ARE answered, joy! Person joins group

Question 1: What is your Membership number?

Question 2: Have you read and accepted the group boundaries?

Question 3: Which Membership Category do you hold? A. Qualified Accredited Member. B. Member In Training C. Psychologically Alert Member. D Post Qualified Member.

We have 2 Primary Boundaries and 2 Secondary Boundaries

2 Primary Boundaries

1. Respect each other.
2. No breaches of confidentiality.

If you need to contact admin, please do so via email to info@ayanay.co.uk with the Subject: FAO Social Media Admin.

If anyone sees any inappropriate posting please contact admin confidentially and without prejudice. All members should be aware that APA Management and Group Administrators check the group regularly but it is possible that we may miss something.

Respect each other

Please respect other group members, their theoretical approaches and opinions. We welcome open, honest and congruent conversation and discussion. There is nothing wrong with having a differing opinion or challenging the opinion of others, this is how we learn and grow. We only ask that these conversations remain professional and within the bounds of APA's Ethical and Professional Conduct protocols, that you have already agreed to uphold.

We have members from all levels of counselling, psychotherapy and coaching, in training, in employment, and in private practice, as well as our psychologically alert

members, please don't make anyone feel invalidated or marginalised for asking something that, to you may seem obvious. We all started somewhere, and are all still learning.

If you feel the need to give feedback, please make it respectful and productive. We, as professionals, are the world's most psychologically endowed profession, we should be mindful of our impacts at all times. Please do not be rude to other group members; there is never any need for it. If you find yourself in a situation where tension is rising then remove yourself from it and contact admin.

Confidentiality

If you talk about the group outside of the group please treat it as confidentially as you would treat client's details.

This group is not meant in ANY way to replace supervision, although discussion of difficult and challenging areas or empathic support from the group can help with a problem, please remember that your supervisor is appropriate confidential support.

Any posts about client work must be in a hypothetical context in order to maintain confidentiality.

There must be NO identifying client details. Any posts breaching this will be removed immediately. Repeat offenders, risk being removed from the group.

Members may not block admin or moderator on ANY APA group or page.

Please note this important condition.

In light of the ever-increasing use of Social Media as means of communication, members may not block admin or moderators on ANY APA group or page.

When / if members do this, we cannot see what they post, and therefore can't protect, either that member or other members from attacks or boundary breaches.

If you do block a moderator or admin you will be muted on the group until this is undone or removed and blocked from the group if it is not.

Members are perfectly entitled to remove themselves from the APA Social Media platforms. However, blocking APA officials on Social Media will be seen as an attempt to conceal APA from ensuring the conditions of membership are maintained. To do so would activate a full membership Audit that could result in Termination of Membership.

2 Secondary Boundaries

Read and Accept the Boundaries

This is a group contract, not one person's rules. If you are not happy with it, think something should be added or changed please contact Ayanay directly via email. To info@ayanay.co.uk with the Subject: FAO Social Media Admin.

There can be disputes between moderators and group members as the moderator team also have views on many of the issues and are allowed to express them within the boundaries.

A big thanks to the moderators, without whom we could not run and sustain such an amazing community. If you need to contact admin, please do so via email to info@ayanay.co.uk with the Subject: FAO Social Media Admin.

Advertising

Advertising for paid for services or self-promotion should be limited to Wednesdays. Any advertising on other days will be deleted. Members are reminded that this is a closed group and can only be seen by fellow members. Should members wish their posts to be seen by a wider audience please use the APA Open group which allows non-members to benefit from such posts.

Contact us

By telephone	Call our service team on 0208 556 4984
By email	info@APA.co.uk
In writing	APA Ltd, 10 The Shrubberies, South Woodford, London, E18 1BD

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APA Membership

Our Focus

Create, Increase, Provide and Elevate

Create: an effective framework for the sustainable and successful development of best practice within the therapeutic community.

Increase: the positive awareness and use of therapeutic knowledge.

Provide: the therapeutic community with an ever evolving and enhancing level of support.

Elevate: public confidence in the effectiveness and professionalism of the therapeutic community.



PSYCHOLOGICAL AWARENESS FOR ALL

