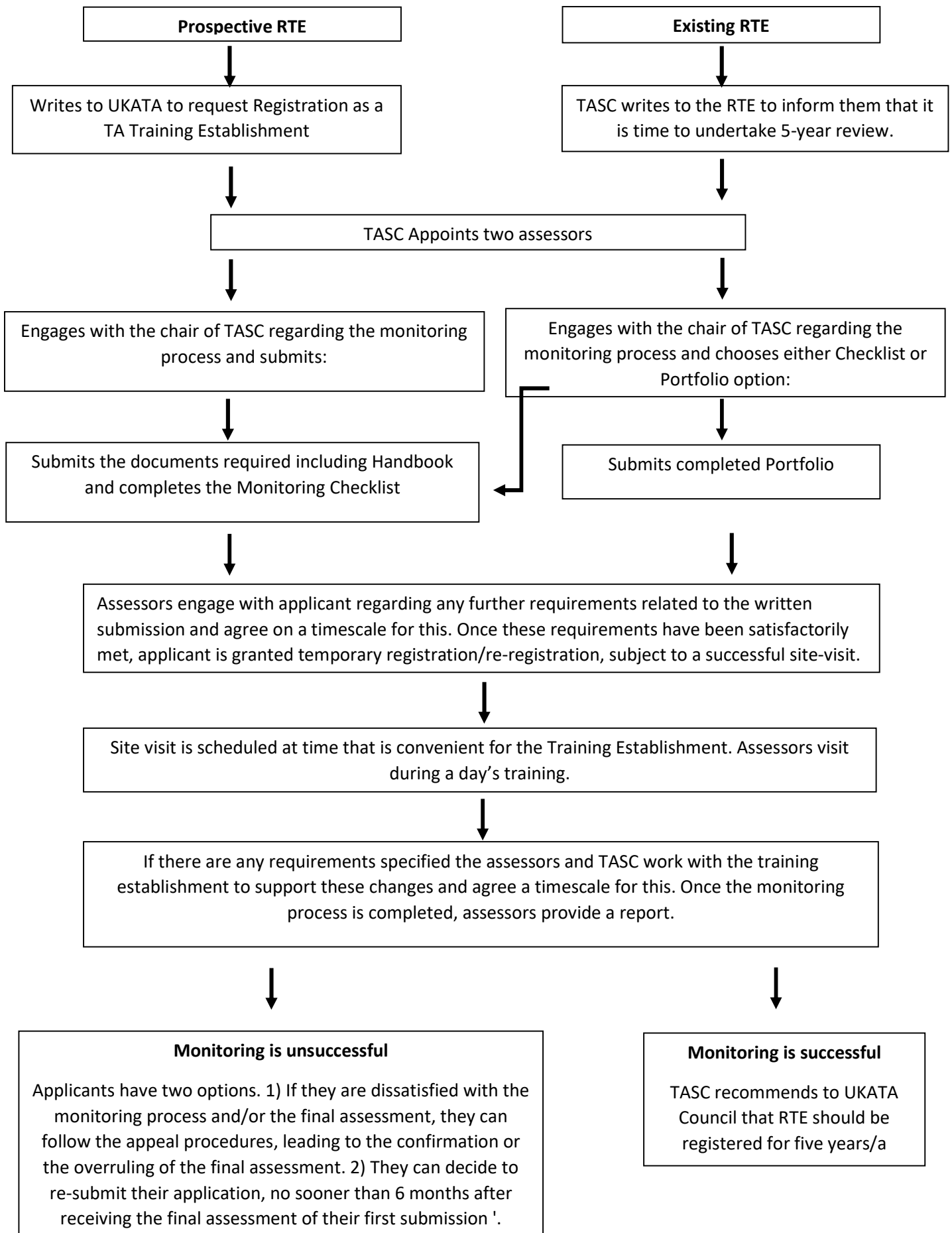


Monitoring Process for RTEs



UKATA Training Accreditation Standards Committee Monitoring of Training Programmes provided by UKATA Registered Training Establishments

This policy needs to be read in conjunction with the Monitoring of RTEs Appeals Procedure (2019)

UKATA accredits training provided by UKATA Registered Training Establishments (RTE). UKATA RTEs offer training that leads to qualification and accreditation with international, professional organisations: EATA and, in addition, for psychotherapy programmes training that leads to registration with the UKCP. UKATA, via the Training Accreditation Standards Committee (TASC), monitors and evaluates all UKATA RTEs that apply to deliver Transactional Analysis training under the umbrella of UKATA.

All UKATA RTEs meet EATA training standards and, in addition, all psychotherapy programmes meet UKCP training standards. Students intending to become qualified and accredited via UKATA can train at any UKATA, RTE programme. The registration of training programmes delivering accredited psychotherapy training that leads to the qualification of CTA and subsequent registration with UKCP, via UKATA, became compulsory in December 2007. The registration of RTEs for other fields (O, E and C) started in 2016.

The intended outcomes from the monitoring and evaluating of UKATA RTEs are:

- To ensure that EATA training requirements and standards are being met by all RTEs.
- To ensure that UKCP training requirements and standards are being met by all registered psychotherapy training establishments.
- To maintain standards of training whilst allowing for individuality of style and creativity in the design and delivery of training programmes.
- To allow for any UKATA registered psychotherapy training establishment to be selected for review by UKCP with confidence that the training requirements and standards are being met.
- To enable the UKATA TASC to act as the External Moderator for all RTEs.
- To provide standardisation for all training delivered via an RTE thereby enabling the RTE's students and trainees to apply for UKATA qualifications on completion of the necessary requirements.
- To enable UKATA to take full clinical responsibility for its student and trainee members.

Application Process

- Prospective new applicants are advised, in the first instance, to contact the Chair of UKATA TASC of their intention to apply to register a training establishment. The Chair of TASC has available a handbook template as well as a monitoring checklist guide that can be sent electronically to help the applicant with their application.
- Approximately one month prior to the intended submission of the application the application should contact the Chair of TASC who will arrange a mutually convenient date for the application to be submitted.
- On the agreed date, the applicant will send course handbooks, promotional material, prospectuses and evidenced monitoring check list electronically to the Chair of TASC.

- TASC will appoint two assessors to evaluate the new application, at least one of the assessors will be a member of UKATA TASC.
- The assessors will review the submitted material and determine if the following are fulfilled:
 - ❖ UKATA and EATA training requirements;
 - ❖ Code of Practice for Trainers and Training Establishments;
 - ❖ UKATA requirements for Registration of Training Establishments;
 - ❖ UKCP HIPC training requirements and standards (for psychotherapy programmes only);
- The assessors will then arrange for a site visit to the prospective training establishment.
- After the site visit the assessors will write a report outlining whether the prospective training establishment has met the necessary requirements. The possible outcomes are:
 1. All necessary standards have been met, recommend immediate registration as an RTE.
 2. Most of the standards have been met, recommend registration subject to satisfactory completion of specific requirements.
 3. Few of the standards have been met, recommend re-application in 6 months time.
- If the outcome is as 1 above the UKATA Administrator will send out the Certificate of Registration as soon as possible, the RTE registration fee is then payable to UKATA.
- If the outcome is as 2 above once the necessary requirements have been met and the Chair of TASC has been notified the UKATA Administrator will send out the Certificate of Registration, the RTE registration fee is then payable to UKATA.
- If any concerns arise, they will be discussed by the committee.
- The outcome of the assessment will be communicated to the Chair of TASC and the Chair will forward the results to the RTE. It will include any requirements and recommendations for changes to the training programme as necessary. All requirements will need to be met and resubmitted within a period as agreed with the RTE during the site visit.

Annual Renewal for All Registered Training Establishments

All RTEs are invited to renew their registration with UKATA annually, usually in November. All RTEs who wish to renew their registration need to submit to the UKATA Administrator the following:

- ❖ A completed RTE re-registration form,
- ❖ Copies of all relevant insurance certificates, including public liability, employers' liability and fire certificates (if applicable),
- ❖ UKATA require that you provide an annual report for all courses registered by UKATA and advertised as leading to UKCP registration and **either** A statement that Minutes from the most recent meeting with core trainers and any other appropriate members of the staff team are available for inspection by TASC and/or UKCP; (This meeting must have taken place within the last year) **or**, A summary of the end of year written or verbal feedback from students regarding the standard of training, participant outcomes, difficulties or challenges, successes, changes in the structure of the programme or module delivery etc. Anything of note may be included.
- ❖ A list of all students on all courses for which the RTE wishes to be registered (except for the 101). This is necessary for UKATA to carry out its responsibility of clinical responsibility for all students and trainees.
- ❖ Confirmation that RTE representative (UKATAR) or other direct representative will attend the Council organized residential RTE meeting in February each year. RTEs will have a

stand by person if the person who is supposed to attend cannot. No two RTEs can be represented at the meeting by one person.

Quinquennial Review

All RTEs will be re-accredited every five years. The re-accreditation process is similar to new applications. However, since 2018 TASC have offered a choice to RTEs. The Chair of TASC will contact the RTE concerned informing them that their five year review is due, outline the options available to them and request that the chosen option is communicated to TASC as soon as possible along with a list of training dates so that a mutually convenient time to visit may be arranged.

The RTE will be sent a monitoring checklist, TASC guidelines for RTEs for the preparation of the monitoring portfolio, a draft schedule for the day and the RTE feedback template.

Should the RTE decide to complete the mapping exercise, then they are required to send the course handbooks, promotional material, completed monitoring check list and prospectuses via electronic means within 2 months. Should the RTE choose the portfolio option, then the requirements need to be with the Chair of TASC one month before the site visit. The Chair of TASC will arrange for two assessors, at least one of whom will be a member of TASC, to assess the RTE submission. When appointing the assessors, the Chair of TASC will take into account any boundary issues including supervisory relationships and locality of the RTE.

The assessors will review the submitted material and determine if the following are fulfilled:

- ❖ The satisfactory completion of any/all requirements from previous application or reaccreditation
 - ❖ UKATA and EATA training requirements;
 - ❖ Code of Practice for Trainers and Training Establishments;
 - ❖ UKATA requirements for Registration of Training Establishments;
 - ❖ UKCP HIPC training requirements and standards (for psychotherapy programmes only);
- The assessors will then arrange for a site visit to the RTE.
 - After the site visit the assessors will write a report outlining whether the RTE has met the necessary requirements. The possible outcomes are:
 1. All necessary standards have been met, recommend immediate re-registration as an RTE.
 2. Most of the standards have been met, recommend re-registration subject to satisfactory completion of specific requirements.
 3. Few of the standards have been met, recommend review of RTE status.
 - The outcome of the re-evaluation will be communicated to the Chair of TASC and the Chair will forward the results to the RTE. It will include any requirements and recommendations for changes to the training programme as necessary. All requirements will need to be met and resubmitted within a period as agreed with the RTE during the site visit.

TASC will send a feedback form to the RTE after the visit and comments made will help us to review the work and make amendments as and when necessary.

In addition to the conditions already included in the requirements for UKATA registration:

Each UKATAR will take responsibility for communicating and liaising with the Chair of TASC when necessary.

If the terms and conditions of registration are breached, then the procedures in the Registration of TE document will be enacted.

Any questions regarding these processes should be directed to the Chair of TASC in the first instance.

Updated April 2017

Reviewed March 2020

Ratified by Council. May 2020

Review date. May 2022