

University of Sheffield

NHS Talking Therapies Cognitive Behavioural Psychotherapy (CBP) Programme

and

Postgraduate Diploma in Cognitive Behaviour Therapy for Core Mental Health Problems and Eating Disorders (CBT/CBT-ED)

The KSA Process

The University of Sheffield PG Diploma in CBP course and the PG Diploma in Core Mental Health Problems and Eating Disorders are both BABCP Level 2 Accredited courses. The course teams are required to take responsibility for formally assessing Candidates' suitability for training in CBP.

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

If you are unsure if you have a core profession, please see information at the end of this document.

Candidates without a core profession are assessed through the core Knowledge, Skills and Attitudes (KSA) criteria, equivalent to a recognised Core Professional training or qualification. The KSA portfolio is an academic piece of work and needs to be written to a postgraduate level.

The University of Sheffield NHS Talking Therapies CBP Programme KSA assessors are: Dennis Convery, Alison Pickard, Maggie Spark, Matthew Taylor, Abi Bradbury and Eleanor Morton.

The University of Sheffield CBT-ED Programme KSA assessors are: Rachel Coupe and Mirin Craig.

The University of Sheffield is responsible for assessing the Candidate's KSA Evidence (Portfolio) in order to meet Course requirements. The portfolio must be completed and signed off by an assessor in order for the trainee to pass the course. Candidates will be expected to have completed the portfolio in full for the **interview stage**.

Previous trainees have struggled to complete their KSA during the course due to the level of work required. Therefore, the course requires that the KSA is completed prior to starting the course (at interview stage). Please note the KSA has to be successfully completed to start the course. The year of accountability commences from the date at which the student meets the last KSA criteria, and this is signed off by the University assessor.

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

Condensed KSA

The courses accept the condensed KSA for those who meet the requirements as per the BABCP guidelines (see page 11 of this document). Please note that PWP's submitting the condensed version need to have a BPS accredited qualification which confers eligibility for the BPS Graduate Basis for Chartered Membership (GBC) and have completed the PWP registration process, if a candidate does not have both of these, they need to complete a full KSA.

### **At interview**

**Please note that the KSA needs to be submitted in one document**, KSAs submitted in numerous parts will not be accepted. The course assessor will assess the portfolio to ensure that all criteria meet the requirements, and all relevant documents are included. Once this is established a place on the course will be confirmed and the candidate will receive feedback on their KSA. The KSA needs to be fully completed (full or condensed version). **Please note that all references, signatures and evidence need to be included at this point.**

The KSA assessor will consider:

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

Only portfolios that require **very minor changes** or supplementary evidence will be accepted at selection.

Feedback will not be provided to unsuccessful candidates.

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

It is important that you complete the requirements cited by the BABCP *for Minimum Evidence for Course Assessment*, as outlined in the BABCP KSA guidance.

### **General advice**

The paperwork required for a completed KSA Portfolio

- **University of Sheffield KSA front sheet**
- KSA 1 - Criterion Checklist to identify what evidence you are citing.
- KSA 2- Self Statement required for criteria 1-4 (Knowledge) and 11-13 (Attitudes).
- KSA 3 - Countersigned Self Statement required for criteria 5-10 (Skills).
- KSA 4 – Reference required for criteria 11-13 (ensure that the referee is given the guidelines)
- KSA 5 – Self Directed Study Record
- KSA 6 – Biography/Clinical Experience Record
- KSA 7- Document List

Please note that the condensed KSA needs to include all the additional elements (e.g. criterion checklist/biography) along with the required self-statements for their profession. The portfolio needs to be compiled into one document and emailed to the university of Sheffield.

For NHS Talking Therapies CBP Programme: [talkingtherapiesadmin@sheffield.ac.uk](mailto:talkingtherapiesadmin@sheffield.ac.uk).

For CBT-ED Programme: [cbt-ed@sheffield.ac.uk](mailto:cbt-ed@sheffield.ac.uk)

The document must be organised with statements and appendices clearly labelled throughout.

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

All criteria require **two detailed illustrative examples**. For Criterion 4, each model of therapy requires one detailed illustrative example.

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

### **Signatures**

Candidates are required to complete the University of Sheffield front sheet (please see our website) we now accept that candidates only need to sign this front sheet to confirm all self-statements are accurate and true. Please note all references and countersigns continue to be required on the relevant documents. If your referee is having difficulty signing the BABCP form, they can sign a separate sheet, but this must be clearly marked and in the relevant place in the portfolio.

The University of Sheffield requires that signatures need to be electronic signatures; typed names or emails from referees are not acceptable (please see [https://www.youtube.com/watch?v=6m\\_S5dFjDGg](https://www.youtube.com/watch?v=6m_S5dFjDGg) on creating electronic signatures)

### **Portfolio organisation and labelling**

The University of Sheffield front sheet and BABCP criterion checklist should be at the front, followed by self- statements 1-13 (or relevant criteria for condensed KSAs) with the references included within the section. Followed by the Clinical Experience Record, Document List and Appendices. One off evidence relating to a statement may be included in the section with the statement. Ensure all evidence is clearly labelled on the list within the statement and in the appendices.

### **Tips for writing statements taken from the BABCP guidelines:**

'A Self statement provides the opportunity to make a full summary of the following information:

- How the knowledge, skill and/or attitude was learned and acquired, *for example where the training and/or experience was undertaken. This maybe a substantial training or many shorter training sessions for example master classes or mandatory training. Knowledge can be acquired through substantial shadowing and clinical supervision.*
- Briefly, **what** knowledge and/or skill was learned or acquired with key references
- A **critical appraisal** of how this knowledge and/or skill applies to psychotherapeutic roles.
- **Illustrative example/s** of the application of the knowledge and/or skill which demonstrate critical learning from the training and clinical understanding (**Please note these need to be specific examples and a minimum of two for each criteria**).
- You need to **evidence** your statements, it's not good enough just to state what you believe you can do.

- Referees need to be able to attest to your self-statement or to give a reference. For example, if you cite a manager for criterion 5, they have to have observed your competency in key relationships skills.

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

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

### **Specific guidance**

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

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

Please include:

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

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

#### **Criterion 2 Health and social care approaches**

The self- statement should demonstrate your knowledge of:

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

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

### **Criterion 3 Psychopathology/ Diagnostic skills**

The self- statement should demonstrate

- knowledge and understanding of the main classification systems and types of psychopathologies.
- your understanding of how diagnostic criteria work in these systems and a brief description of the tools you are familiar with.
- How do you use these in relation to your clinical assessment –consideration of the strengths and weakness of measure and diagnosis?
- To demonstrate your understanding of broader range of clinical presentation than IAPT common mental health problem.
- Two illustrative examples should be included, and these should include one example relating to a serious mental illness.

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

### **Criterion 4 Models of Therapy**

Each module cited requires the equivalent of 3 days training. This can be made up of several small courses in four different substantive theoretical models (see the list on the BABCP guidance).

Sub-categories of a particular approach all count as the same. For example, mindfulness-based cognitive therapy, REBT and ACT all fall under the theoretical framework of Cognitive and Behavioural therapies. IPT Counselling for depression, Couples Counselling all fall under the theoretical framework of Humanistic.

For each model

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

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

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

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

### **Criterion 5 Competency in key relationship skills**

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

- Give a minimum of two detailed examples that demonstrate your competence in practising these skills how do you develop, maintain and end alliances.
- This could include a specific example when you have used key relationship skills to aid your clinical work for example managing a rupture or engagement issues.

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

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

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

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

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

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

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

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

### **Criterion 8 Awareness of risk**

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

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

- For each area of risk demonstrate your understanding of the key issues:
- how you would assess these, how you would manage them
- referencing this to specific training you have completed, and the key learning acquired.
- At least two illustrative examples of assessing and managing risk in practice are required.

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

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

Please ensure that you refer to BABCP guidelines.

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

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

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

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

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

- How have you acquired the knowledge to practice ethically through training courses and professional training and undergraduate training.

- Demonstrate your understanding of these principles through describing and critiquing the principles.
- Demonstrate your use of these principles in practice with a minimum of two detailed illustrative examples of working through ethical dilemma in a reflective way alone or with the aid of supervision.
- What were the issues which made it an ethical dilemma for you? Which ethical principles felt in conflict with each other? How did you reach a decision to choose a particular course of action?

Evidence can include: specific and relevant training.

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

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

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

### **Criterion 12 self-evaluation and reflective**

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

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

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

Please ensure that you follow BABCP guidelines.

The applicant should demonstrate:

- understanding of science practitioner approach

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

#### **Criterion 14 Clinical Experience Record**

Please use KSA6 Clinical Experience Record to list your clinical experience

#### **KSA 7 Document list**

List all documents included in your portfolio, these need to be clearly labelled.

## Core Professions

To apply for the course at the University of Sheffield and accreditation with the BABPC, you first need to have one of our recognised professional backgrounds in mental health (please see below). We call this Core Profession. If your prior mental health profession is not listed below or you do not **fully** meet the criteria, we also recognise equivalent training and experience in mental health through the KSA (full or condensed) route. Please check if your profession is eligible for the condensed KSA.

In line with the BABCP guidelines, the following Core professions which **do not** need to complete a KSA portfolio:

- **Arts Therapists** – Health and Care Professions Council (HCPC) Registered
- **Counselling** – Accreditation with the British Association for Counselling and Psychotherapy (MBACP Accred), Irish Association for Counselling and Psychotherapy (IACP), Counselling and Psychotherapy in Scotland (COSCA), Federation of Drug and Alcohol Professionals' National Counsellor Accreditation Certificate (FDAP NCAC) or National Counselling & Psychotherapy Society (previously National Counselling Society) – Accredited Professional Registrant (PNCPS Accred)
- **Medicine** – Psychiatrist or General Practitioner, MBChB or MBBS, and usually PG training with membership of MRCGP, MRCP or MRCPsych
- **Nurse** – NMC Registered Mental Health Nurse, **or** NMC Registered Learning Disability Nurse **or** Nursing and Midwifery Board Ireland (NMBI) Registered Mental Health Nurse
- **Occupational Therapy** – BSc (Hons) Occupational Therapy, MSc Occupational Therapy, **or** Diploma of the College of Occupational Therapists (DipCOT) **and** HCPC Registered **or** CORU Registered – The Health and Social Care Professionals Council Registered
- **Psychotherapy/ Psychotherapeutic Counselling** – United Kingdom Council for Psychotherapy (UKCP) Registered
- **Social Work** – Certificate of Qualification in Social Work (CQSW), Diploma in Social Work (DipSW), MA Social Work, **or** BA/BSc Hons Social Work. Registered with one of four UK regulators – Social Work England (SWE), Social Care Wales (SCW), Northern Ireland Social Care Council (NISCC) and Scottish Social Services Council (SSSC) \*or previously registered with HCPC **or** CORU Registered – The Health and Social Care Professionals Council Registered
- **Postgraduate Doctorate in Clinical/Counselling Psychology** – Post-graduate doctorate in clinical or counselling psychology **and** HCPC Registered as Practitioner Psychologist
- **Educational Psychology** – Doctorate or Qualification in Educational Psychology BPS Stage 2 (QEPS) **and** HCPC Registration as Practitioner Psychologist
- **Health Psychology** – Qualification in Health Psychology. Doctorate or BPS Stage 2 (QFP) **and** HCPC Registration as Practitioner Psychologist

- **Forensic Psychology** – Qualification in Forensic Psychology. Doctorate or BPS Stage 2 (QFP) **and** HCPC Registration as Practitioner Psychologist

#### **Overseas core professional training**

Our new guidance is that registration or accreditation with the relevant UK body, as described on the list, is essential. Registration or accreditation with an overseas body is not sufficient.

**What if I lapse my Core Professional Registration or Accreditation?** We advise you to maintain your registration or accreditation with your core professional body. This is because CBT is not a state registered profession and you may prefer to stay under a statutory body, or you might need it for future job roles. However, you can still apply for Accreditation with the BABCP as long as you have evidence of having held that registration if it has lapsed. Giving up your core professional registration later will not affect any accredited status with us, and you can continue to apply for Full Accreditation and annual reaccreditation. The only exception to this would be if the lapse is due to disciplinary reasons, in which case you should let us know.

#### **Condensed KSA**

For a full list of professional groups eligible to complete a condensed KSA, and the required criteria for each, please see the BABCP website:

<https://babcp.com/core-professions/knowledge-skills-attitudes/professions-eligible-for-a-condensed-portfolio/>

#### **Professions requiring a full KSA portfolio.**

The following list of professional backgrounds may produce excellent candidates for CBT courses.

Applicants with one of the following backgrounds should produce a full KSA portfolio with evidence of meeting all of the KSA criteria:

- Teacher of special education
- Specialist Mental Health Dietitians
- PTUK/RPCAT Play Therapy registrants.
- Probation
- Counsellor - Registered members of counselling organisations
- Psychology - Stage 2 Sports and Exercise (Cpsychol)
- Psychology - Forensic, Health, Occupational BPS Stage 1 Msc
- Psychology - Occupational BPS Stage 2 (Cpsychol)
- PWP - Accredited PWP Training only
- CAAP Scotland - MSC Applied Psychology Health Care for Children and Young People
- Medicine - Medical graduates.