

# **Cambridge College of Hypnotherapy (CCH)**

**Codes of Practice and Conduct**

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# **Cambridge College of Hypnotherapy**

*(hereinafter termed the College)*

**CODES OF PRACTICE AND CONDUCT** relating to the teaching staff and trainees (hereinafter termed 'trainees' or 'students')

This document supersedes any previous codes of practice statements.

## **ADMINISTRATION**

1.1 Personal enquirers seeking information about the training are provided with the following material:-

Current Guide to Training and Registration and Terms and Conditions;

Course entry application form, with health and probity declaration;

Current Information on dates; timescales, venues, course fees;

Codes of Practice and Conduct (this document).

1.2 Confidential information provided to the College by applicants, students, teachers, clinical supervisors or referees is not disclosed to persons outside the College's organisation and, where appropriate, the clinical supervisors, unless obvious damage would result from failure to do so.

1.3 The College abides by the rules of the Data Protection Act 1984.

1.4 The College has a Code of Ethics and Practice together with Complaints and Disciplinary Procedures. These documents are provided at commencement of the Course, together with Grievance Procedures.

The College adheres to the terms and conditions stated in the accompanying current edition of "Guide to Training and Registration" and accompanying sheet headed "Current Information", as closely as possible. However, it will be understood that the training programme, plus monitored clinical supervision, may span a period of up to 4 years or more for some students.

As a member of UKCHO the College is obliged to have regard to training and other standards required by this body; also to have regard to University accreditation, where applicable. The College therefore reserves the right to make course and examination adjustments, changes in course facilitators and changes in clinical supervision requirements without prior notice, where such changes are perceived to be in the interests of the Course and its trainees.

1.6 The College reserves the right to withdraw a course offered (with full fees refund) should unforeseen circumstances or frustrating event arise, e.g. if the venue should become unavailable, or if too few applicants were accepted for enrolment.

## **REFUNDS**

2.1 The College refunds full fees without question upon written request received no later than 5 days after first training weekend (time to be strictly of the essence) less an administrative fee of £75 and provided that **all** course material is returned to the College in pristine condition by this time. (That is by Mid-day of the Friday following the training weekend).

2.2 Should a trainee decide that the course is unsuitable after the second training weekend; the College will make a 50 per cent fees refund, provided that notice of withdrawal is received no later than 5 days after the second training weekend (time to be strictly of the essence), and provided that **all** course material is returned to the College in pristine condition. After this point in the course NO REFUND will be made.

## **QUERIES or PROBLEMS - PROCEDURES**

ANY STUDENT WHO WISHES TO RAISE A QUERY OR DISCUSS A MATTER OR PROBLEM WHICH IS IN ANY WAY CONNECTED WITH HIS/HER ATTENDANCE, FUTURE TRAINING PROGRAMME OR EXAMINATION, OR OTHERWISE CONCERNING

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THE COLLEGE PROCEDURES AND POLICY MUST CONTACT THE COLLEGE STUDENT ADVISER IN THE FIRST INSTANCE.

SUCH MATTERS, WHEN DISCUSSED VERBALLY AND INFORMALLY, ARE TREATED IN CONFIDENCE IF REQUESTED.

## **GRIEVANCE AND COMPLAINTS PROCEDURES**

3.1 Grievance is defined within documentation provided to new students.

3.2 Any complaint against a teacher who is alleged to be behaving unethically must be brought to the attention of the Student Adviser without delay. The complaint will first be dealt with privately and informally between the Student Adviser and the complainant. If it is possible to resolve the complaint to the satisfaction of the complainant, the Student Adviser will record brief details in a confidential letter to the student, a copy of which will be kept on file. If it is not possible to resolve the complaint informally, the complainant will be advised on how to initiate the Grievance and Complaints Procedures.

3.3 Any complaint against a student who is alleged to be behaving improperly will, firstly, be dealt with by mediation and conciliation

Should such attempts fail; the complainant will be advised to follow the Grievance and Complaints Procedures.

3.4 Any complaint alleging breach of contract by the College must be made in writing to the College without delay. The letter must clearly specify which part or parts of the College's terms and conditions, as set out in the Guide to Training and Registration, and Current Information sheet is considered to have been breached.

The Student Adviser will institute a full investigation and review of the complaint, and will reply to the complainant, in writing, within 21 days.

## **REGULATION OF TRAINING AND CONDUCT OF TEACHERS**

4.1 The training of appointed teachers is the responsibility of the College's Director of Training or their appointee; teachers may not deviate in any material respect from the teaching plans provided, or the methods approved by the College.

4.2 Teachers are discouraged from entering into professional arrangements with pre-Diploma students outside the course (e.g. seminars, workshops or personal therapy) with the exception of affiliate level clinical supervision.

4.3 Any student approaching a College teacher for personal therapy should normally be advised to contact the Student Adviser who will refer him/her to other CRAH-registered practitioners.

4.4 Teachers will disclose in confidence - to the group of directors and teachers only – matters coming to their attention which pertain to the proper conduct or functioning of any student, or which might affect the welfare of the class.

4.5 Teachers are expected to disclose to the directors only any serious illness which might disrupt their professional functioning.

4.6 Teachers balance the care and attention accorded to any individual beside the welfare of the class as a whole.

4.7 Teachers do not exploit their position of trust in any way that could be detrimental to the dignity and well-being of the student or the College. Together with the imparting of knowledge and constructive criticism, regard is paid to the personal development of all students undergoing training. Teachers respect the diversity of trainees and do not discriminate adversely on grounds of difference.

Teachers abide by the College's equal opportunities statement ref. p.3.

**4.8 Teachers make it clear to students that they cannot be regarded as advisers or spokespersons on behalf of the College where queries arise of a nature not directly related to the current training session. In such cases, students are referred to the Student Adviser.**

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## **RULES OF CONDUCT FOR TRAINEES**

5.1 Trainees may not advertise using the name of the College until they have gained diploma status.

5.2 Students may not engage in any activity involving the use of hypnosis with any person (outside the supervision of the classroom) that is beyond their level of competence as defined by the College.

5.3 Students accepted to continue on Part II are deemed to be sufficiently competent to assist clients with simple habit control, e.g., insomnia - mild stress problems - stopping smoking - confidence building - study difficulties - overcoming examination nerves - relaxation and may practise on this limited level provided they are under regular clinical supervision and have insurance in place. Such students must make it clear to clients that they are undergoing training and clinical supervision and are obliged to recommend clients to apply to full fully trained practitioners where other problems arise.

5.4 Students are made aware at commencement of training of the ethics of confidentiality and the strict financial and sexual standards that will be demanded of them by the Cambridge Register of Advanced Hypnotherapists when they move into professional practice.

5.5 Students are expected to have due regard to the Code of Ethics and Practice, (ref. 1.4 this documents)

5.6 Students understand that all the College's material is copyright to the College and may not be reproduced in any form without the prior written consent of the College.

5.7 Students are expected to behave with courtesy and consideration towards fellow students and teachers and to respect the rules of attendance and procedure which are laid down by the College.

5.8 Students are obliged to inform the College in the event of any serious criminal conviction, or any successful or pending civil action pertaining to their professional work, whether in hypno-psychotherapy or a different therapy.

5.9 Students are obliged to disclose any serious illness or disability which might disrupt their studies or future professional functioning. Should any of these situations arise whilst the student is undergoing training, he/she must inform the Student Adviser.

5.10 Students understand that the College's teachers do not act as advisers or spokespersons on behalf of the College, and cannot be expected to respond to queries not directly related to the current training session (see under QUERIES OR PROBLEMS PROCEDURES).

## **EQUAL OPPORTUNITIES POLICY**

The College endorses and recognises the need for an equal opportunities policy and is committed to promoting equal access to employment and training regardless of race, colour, nationality, religion, gender, sexual orientation, marital status, disability, or age (except in the case of lower age limits).

The College teachers, seminar presenters, examiners, and clinical supervisors are expected to ensure that no unlawful discrimination takes place.

Complaints that cannot be settled by conciliation are dealt with under the Complaints Procedures.

## **SECTION I - ASSESSMENT OF STUDENTS**

6.1 Progress and personal suitability of Section I students is assessed by observation and reports and competence testing.

6.2 In the case of (authenticated) serious illness or serious accident which interrupts studies, to a significant extent, the College **may** offer a later opportunity for training, without further fees payment or at a reduced rate.

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6.3 Any student who exhibits psychological/emotional/personality problems which had not been apparent or declared prior to commencement of the course will be advised to enter appropriate therapy as a condition of continuance on the course. Should the problems be considered by the teachers' group to be of such a nature that they are interfering with the steady progress of the student's own training, or compromising his/her potential ability to function properly as a therapist, or interfering with the proper training of other students in class he/she will be required to withdraw from the course.

6.4 If it is considered that the course is unsuitable for a particular student and that it is inappropriate to offer further training, the College reserves the right to require him/her to withdraw from the course.

6.5 Invitation to continue onto Part II is for students who have completed Part I and have been assessed as suitable to proceed to Part II. Students who are not invited to proceed to Part II will receive a pro rata refund of fees paid.

## **SECTION II - ASSESSMENTS - DIPLOMA EXAMINATION AND APPEALS**

7.1 To gain an overall Pass mark the candidate must pass all sections of the practical and written exams.

7.2 Trainees' eligibility to proceed to formal examination is dependent on an overall satisfactory Assessment at the end of the course which has taken into account classroom assessment of simulated therapy exercises; project assignment; teachers' reports.

7.3 In the event of a trainee showing difficulties with assimilation of course material and training he/she may be expected to undertake some professional coaching external to the classroom work at their own expense.

### **EXAMINATIONS**

8.1 Practical Assessment. Should an assessor consider that the candidate is not suitably proficient for a "PASS" marking to be awarded in this section, the College should be consulted without delay by the candidate for arrangements to be made in preparation for re-assessment if this is considered the best way forward. Preparation would normally involve a further period of guidance from his/her approved clinical supervisor.

8.2 Written Examination. Any student who fails to gain a "PASS" marking on any of the written examination Papers may be offered a re-sit for those Papers only provided that the Practical Assessment was satisfactory. This will incur an additional fee.

8.3 Re-sits for written Papers, on the next available examination weekend, may be arranged, at appropriate fee, on application to the College. Any student wishing to prepare for a re-sit must notify the College without delay and will be given advice on how to proceed and prepare.

8.4 ESSAY ASSESSMENTS. Essays/research project dissertations (submitted if and when appropriate) are assessed separately.

8.5 If an essay/dissertation FAILS to reach a satisfactory Pass standard, the students is normally advised to re-work the essay under guidance of an appropriate supervisor approved by the College. An additional fee will apply to this and to re-examination.

### **APPEALS PROCEDURES**

9.1 Any candidate to whom a "PASS" result cannot be awarded owing to failure to reach satisfactory standard in essays or dissertations may request that his/her papers be re-marked by a different examiner (at appropriate fee).

9.2 Any candidate who fails written Papers 'A', 'B' may request that the Paper(s) be similarly re-marked (at appropriate fee), unless applying for re-sit (ref. 8.3 above).

9.3 All re-sits or re-submissions are accepted for new marking once only.

9.4 Decisions which have taken into account the result(s) of Appeals Procedures are final and binding.

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Continuation of a trainee therapist on any part of the College courses is at the discretion of the College with the advice of the teachers' group and (where appropriate) the clinical supervisor. Any student found to be unsuitable to continue to receive instruction, or contravening training rules may be required to leave the course without any refund of fees paid.

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