



MARCHES COUNSELLING SERVICE:

Training and Professional Development Policy

Includes guidance on:

- The formal induction process for all trustees, staff and volunteers joining MCS.
- Requirements of the training organisations and agencies for accreditation such as BACP and UKCP.
- MCS commitment to provide professional development of its staff and support to the wider professional counselling community.

www.marchescounselling.org

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Document Purpose: This policy outlines the training and personal development policy of MCS.

Responsible Group: Board of Trustees. Please refer to Appendix ‘Roles and Responsibilities’

Date Ratified: Sept 2019

Where this is to be held: in the main MCS office, digitally

Information from/sourced/referenced:

<https://www.bacp.co.uk>

<https://www.psychotherapy.org.uk/>

‘The Good Trustee Guide’, and discussion with policies working group.

The validity of this document is only assured when viewed via the office copy. If this document is printed into hard copy or saved to another location its validity must be checked against the reference number on the office version. The office version is the definitive version.

If you would like this document in other languages or formats (i.e. large print) please contact the administrator.

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1. Introduction

1.1 MCS recognises the need for all staff to find satisfaction in their roles, which will frequently include a sense of personal growth and development. With regard to clinical staff this is enshrined in the requirements of their training organisations and agencies for accreditation such as BACP and UKCP. MCS has a commitment under its charitable objects, not only to provide opportunities for the professional development of its own staff, but also to support that of the wider professional counselling community.

1.2 All trustees, staff and volunteers joining MCS will undergo a formal induction.

2. Administrative Personnel

2.1 Trustees

- The formal induction will provide an introduction to health and safety issues within the organisation. An overall view of MCS and trustees' responsibilities is given in the Trustees Information Pack and the Staff Handbook.
- Further training for trustees is voluntary.
- As a member of Herefordshire Voluntary Organisations Support Service (HVOSS), MCS has access to various training opportunities of which trustees will be notified as they arise.
- Any additional requirements for training should be discussed at trustees meetings following the quarterly business meetings. MCS will endeavour to facilitate requests within the restrictions of its budget.

2.2 Service Co-Ordinator / Clinical Director

- The formal induction will provide an introduction to health and safety issues within the organisation. As a registered charity, it is important that the service co-ordinator is up to date with the laws pertaining to MCS's operation.
- Where there are areas outside of the existing experience of the person concerned, MCS will access training for them as soon as the opportunity arises. In many cases this will be through National Council for Voluntary Organisations(NCVO) or HVOSS.
- However if not available, MCS will provide someone who can give the appropriate in-service training.

2.3 Administrator

- The formal induction will provide an introduction to health and safety issues within the organisation.
- Training in the day to day running of MCS will be provided on taking up the position. On-going training needs should be raised with the Service Co-ordinator.
- If approved by a business meeting, funding for additional training will be sought.

2.4 Volunteers

- Following their induction, volunteers will be given training specific to the role they will undertake.

3. Clinical Personnel

3.1 MCS recognises the requirement for all clinical staff to maintain the level of continuing professional development (CPD) indicated by their training and professional organisations. As MCS offers a range of counselling therapies this will differ across individuals. As a BACP accredited organisation it is the expectation that the BACP requirement will provide the minimum standard for all clinical staff working through MCS. (See BACP guidelines).

3.2 As well as being committed to supporting its own staff, MCS is also committed through its charitable objects to support the training and continuing professional development of counsellors in the area.

4. Responsibilities

4.1 Staff

- It is the responsibility of the individual clinician to ensure that they maintain the level of continuing professional development appropriate for their qualifications.
- It is the expectation that over the course of the year clinical staff will attend and contribute to the training workshops and CPD sessions arranged by MCS.

4.2 MCS

- To support the development of counselling in the local area, MCS will provide day workshops, open to all therapists and trainee therapists.
- To support MCS clinical staff in their training and CPD requirements, discussion of this area will form part of their annual review undertaken by their supervisor. Any expressed needs will be reported to the clinical director.
- Regular peer group CPD sessions will be facilitated by MCS. These will be open to members of MCS as well as existing staff.
- Regular sessions in mindfulness meditation will also be provided for those staff and members interested to strengthen their own practice and develop new techniques.

5. Monitoring

5.1 This procedure is subject to joint review by the Clinical Director and the Board of Trustees upon request.

Policy updated: September 2019