

S C C P



**Diploma in Clinical Hypnotherapy
and
Psychotherapy**

STUDENT HAND BOOK

2004

Procedures and Guidelines

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Foreword.

Welcome to the Certificate and Diploma Course in the clinical use of hypnosis, Hypnotherapy.

The aim of this handbook is to assist with orientating you to the courses.

This handbook is complimented by the prospectus and the SCCP web site and will be made available to all undergraduate students.

All students are advised to read this handbook thoroughly as it gives useful additional information to the courses.

Insight into the courses.

The SCCP offers a range of courses designed to lead the student through to being a qualified, accredited therapist. The usual route is for the student to attend and satisfy the needs of the Certificate Course. The student may then go onto attend the Diploma Course. Students from other recognised training organisations may attend the Diploma Course providing they have met the needs of the SCCP Certificate Course within previous training. Throughout the year Master Classes are held by the SCCP, which anyone may attend regardless of status. These classes offer useful detailed insight into specific subjects. All of which are fully certificated and accredited by the NCH and the HA, two of the most influential governing bodies in the UK today.

Whilst attending the Certificate and Diploma Course students can be an associate member of the NCH without charge.

Student Practise

This generous offer of free Associate membership entitles the student to receive the NCH quarterly journal, and benefit from professional liability insurance, available at negotiated rates through the NCH. Forms attached.

Students with the Certificate may care to supplement their course fees by developing their practice.

This may only be achieved with the permission of either the student's course lecturer or supervisor and in strict clinical supervision to meet the requirements of the NCH, the SCCP and the professional liability insurance.

The student may only work in those areas of qualification.

The student must make the patient aware of their student status; this rule applies to marketing material and conversations.

As an example, the student promoting him/herself as Hypnotherapist Cert or Hyp Cert without reference to student or trainee is failing to make the patient aware that the person treating them is not a fully qualified hypnotherapist.

Failure to comply with these guidelines or any other behaviour considered being unworthy of someone holding a professional position, might result in said student being asked to leave the governing body and or the course with the resultant loss of fees.

Attendance requirements.

Students must attend a minimum of eighty percent of the course and attend the requisite supervision sessions before being eligible to sit the exam.

A student may attend a subsequent course to make up the time missed free of charge providing spaces are available.

This facility is not available for Master Classes.

OVERALL AIM OF THE COURSES:

The programme aims to meet the needs of students who wish to further develop their understanding of therapeutic intervention, with a view to developing their practice.

Although taken separately the Certificate Course is part of the Diploma, and contains much of the core requirements of the UKCHO for the Diploma. Although the student at the time of attending the Certificate Course makes commitment to the Certificate Course only. And so both courses combined meet the criteria of the NCH and NCFE for Diploma status. The term Diploma then refers to the student who has met the requirements of both courses.

The course philosophy

The Diploma seeks to promote the integration of theory with practise. Students will be introduced to the key theoretical concepts, and will be encouraged to practise and discuss their applications in practice. As a consequence of the course philosophy the learning strategies are experiential rather than didactic.

Entry Requirements

Due to the nature of the course, prior accredited learning is not a requirement although some students may be a practicing therapist within another discipline, and wish to add to their skills. Enthusiasm for the subject and a willingness to place the patients needs before personal promotion, and a wish to practise safely with compliance to governing body guidelines are seen as criteria within the selection process.

All applicants would need to be successful in the selection interview.

Placements.

There is a course requirement that all students should complete 50 hours of one to one therapeutic practice. To demonstrate the application of those skills gained and practised within the college. These sessions are to be journalled by the student whilst being monitored and recorded by the student's supervisor or course tutor.

The student may choose to work with other students, friends, relatives etc but only with the permission and understanding of the supervisor or course tutor. This procedure needs to be documented and recorded. The students are encouraged to meet once a week to practise those skills taught, and a class list is usually arranged on the first weekend for making contact. This external practise is the student's responsibility to arrange and continue, to comply with required practise hours.

There are many placements now available to therapists in sports centres, therapy centres, doctor's practices etc. The usual requirement is, the therapist is qualified, holds a recognised Diploma. It is the student's responsibility to arrange a placement.

The college is occasionally approached with a placement; these opportunities are advertised in the SCCP NEWS without favour, although the college would supply references and appropriate support to the student looking to secure a placement. Most therapists work from home, if this is your choice you may wish to promote your practice through the governing body web site or the colleges therapists page. (Currently under construction)

COURSE STRUCTURE AND LEARNING OUTCOMES.

Element 1. 1 Understanding the history of hypnosis

Learning outcomes

What the candidate must be able to do:

1.1.1. Be able to explain the background to the current view of hypnosis.

What the candidate must know

1.1.2. The history of the subject.

1.1.3. The main characters in the development of hypnosis.

1.1.4. The primary forces in the development of psychology.

Range (explanation):

Hypnosis and therapy are two subjects that are often perceived to be understood by those outside of the profession, but about which there are many false beliefs and misinterpretations. A thorough grounding in the history of the subject is therefore necessary in order for the student to not only understand the basis for their subject, but also to answer questions and correct the false beliefs which their clients will bring with them. Hypnosis without therapy is just a state of being. Therefore the student must also have knowledge of the history of psychology from which the field of hypnotherapy has grown.

When Taught. How and When Assessed

1.1.2 and 1.1.3 are addressed during the first day of the Certificate course. Assessment is through supervision and the exam. 1.1.4. is subject to the Diploma Curriculum through the subject of Freud, Jung, Adler and Rogerian theories and approaches. Assessed by Essay of 3000 words supervision and Diploma exam.

Element 1.2 Understanding Contraindications

Learning Outcomes

What the candidate must do.

1.2.1 Decide on appropriate action given a range of possible contraindications.

What the candidate must know:

1.2.2. How to define and ascertain psychosis and psychotic behaviour.

1.2.3. What to do if clients display these behaviours.

1.2.4. How to deal with clients with epilepsy, diabetes, asthma.

1.2.5. When to treat pain and when not.

Range (explanation):

There are certain circumstances in which hypnosis should not be used, and there are certain conditions that this course does not qualify the student to treat. These must be clearly understood. Also there are conditions, which the therapist must only treat following approval of a medical practitioner. The student must also be aware that they must not diagnose, and understand advertising law in respect to conditions, which can be treated.

When taught. How and when assessed.

Taught through modules, one, two, three and four of the Certificate Course. Assessed in supervision, Certificate Course exam and the fourth assignment of the Diploma Course.

Element 1.3. Understanding Abreaction.

What the candidate must do.

- 1.3.1. Work with a client who abreacts
- 1.3.2. Work with and around resistance.

What the candidate must know.

- 1.3.3. What an abreaction is.
- 1.3.4. The benefits to the client of reaching abreaction.

Range (explanation):

Abreaction is, in some schools of thought, seen to be a goal of therapy, which can lead to therapeutic change. It must not be seen as the ultimate aim, and the student must learn the processes involved. Working with abreaction can be an emotional process for the therapist and the students must look inwards as to the effect of this within themselves.

Students also need to learn about conscious and unconscious resistance, and how they can affect this positively and negatively.

When taught. How and when assessed

Taught and experienced during the first and second module of the Certificate Course; taught and experienced through regressions during the first, second and third module of the Diploma and the egos mechanisms of defence in the Freudian and Jungian Model. Assessed in supervision, the Certificate Course exam, third Diploma essay and Diploma exam.

ELEMENT 1.4. Understand Confidentiality

Learning Outcomes

What the candidate must do.

- 1.4.1. Keep all matters relating to client work confidential within the bounds of the Code of Ethics and the Law.

What the candidate must know.

- 1.4.2. When the Law requires confidentiality to be broken.
- 1.4.3. How to be clearer to the client about the boundaries of confidentiality.

Range (explanation):

The NCH Code of Ethics covers confidentiality thus:

2. Confidentiality

Confidentiality is to be maintained in all but the most exceptional circumstances. These can only include legal action (criminal or civil court cases where a court order is made demanding disclosure – includes coroners courts) and where there is good cause to believe that not to disclose would cause danger of serious harm to others. Most standards of confidentiality applied in professional contexts are based on the Common Law concept of confidentiality, where the duty to keep confidence is measured against the concept of “greater good”. A stronger form as advocated, may be provided by the use of a written contract containing a confidentiality clause. The sharing of anonymous case histories with supervisors and peer support groups is not a breach of professional confidentiality. The sharing of open case histories with supervisors and any referring NHS medical practitioner is also not a breach.

These rules need to be clear to the therapist and client alike and students need to learn where legal requirements determine a break in confidence. For example, in cases covered by Children’s Act of 1999.

When Taught. How and when assessed.

Taught during the first and fourth module of the Certificate Course and the Diploma module ‘Practice Building’. Assessed through supervision, the fourth assignment ‘Case History’ Diploma Course. During the fifty required hours of practise time. Certificate and Diploma exams.

Element 1.5. Understanding Regression and Recall

Learning Outcomes:

What the candidate must do:

1.5.1 Regress a client safely using clean language to avoid the possibility of creating false memories and retraumatisation.

What the candidate must know:

1.5.2. The dynamics of memory and recall.

1.5.3. That they have a responsibility to ensure the client's understanding of their own recall process.

Range (explanation):

Regression to the root cause of current emotional, psychological and physical symptoms, and the subsequent use of psychotherapeutic techniques is well documented in academic literature of psychology. However, there is also much research that shows unwise use of these techniques can be at best useless and at worst harmful to the client.

Therefore the student needs to understand these processes and how to guide their clients appropriately for their maximum benefit.

When taught. How and when assessed.

The Characteristics of memory are discussed on each of the four modules of the Certificate Course, with corruption of memory and clean language part of the first three modules of the Diploma. Assessed during the second assignment and Certificate Course exam. During supervision, class practise and the Diploma exam.

Element 1.6. Understand the Therapeutic Process.

Learning Outcomes:

What the candidate must do:

1.6.1. Implement the theories of therapeutic process in their client work.

What the candidate must know:

1.6.2. The theory of the therapeutic alliance.

1.6.3. Change theory

1.6.4. The use of transference and counter – transference.

1.6.5. The use of resistance

1.6.6. The role of secondary gain.

Range (explanation):

Therapy is a complex series of processes many of which are concurrent. The student needs to learn an awareness of these processes, and how the relationship and the techniques employed can stimulate them resulting in therapeutic change.

This included having knowledge of the ways in which, and the reasons why a client may be resistant to getting the results that they consciously want, and what techniques can be employed in these circumstances.

When taught. How and when assessed.

Taught with the introduction of the NLP model of building rapport, during the Certificate Course this understanding is enhanced by examining Freud and Jung's theories of transference counter transference, and projection with other mental mechanisms of interaction and coping. Milton Erickson, Ernst Rossi and John Bandler show excellent theoretical and practical models of working with resistant and paradoxical types, whilst bringing the therapeutic intervention to life. Carl Rogers's ability to create an environment conducive to therapeutic change through core conditions is also a continuing theme of the Diploma. The student is assessed through class work, essay, case history, supervision and exam.

**Internal Assessment
Guidance.
Evidence requirement.**

Likely sources of evidence of achievement may include:

Observed practise.
Role- play.
Presentations.
Case studies.
Taped session.
Exam.

Learning outcome.

All

Additional information.

UNIT02 Practise hypnotherapy

Element 2.1. Foster Rapport

Learning outcomes:

What the candidate must do:

- 2.1.1. Instigate a relationship with a potential client that incorporates the core conditions.
- 2.1.2. Develop an awareness of personal issues that make rapport difficult.

What the candidate must know:

- 2.1.3. How rapport affects the therapeutic process.
- 2.1.4. What to do in circumstances in which rapport cannot be fostered or breaks down.

Range (explanation)

Much psychotherapy research has shown the need for a particular type of relationship to be in place before change can occur. The student must understand how this works and why it is necessary. They also need to be able to demonstrate an ability to work in this way.

When taught. How and when assessed.

This is mainly the domain of the Diploma Course, with the emphasis on Carl Rogers and the Person centered approach, although it is the choice of presentation style. Assessed through, observations of class practise, role-play, case studies, (including the fifty hours practise) essay and exam.

Element 2.2. Gather and impart information.

Learning outcomes:

What the candidate must do:

- 2.2.1. Complete a full case history.
- 2.2.2. Give the client the necessary information to maximise the chances of successful therapy.

What the candidate must know.

- 2.2.3. How to refer on if the case history proves this to be necessary.

Range (explanation).

Successful therapy depends on the therapist gaining sufficient information on which to base decisions as to techniques to use, angles to take etc. There are also times when a particular clients needs would be better met by another therapist. All of this requires a detailed case history to be taken and good knowledge on the part of the therapist as to how to use this information.

Cont'd

When taught. How and when assessed.

Taught throughout the Diploma. Assessed through, the fourth assignment of the Diploma ‘case history’ Supervision of fifty practise hours and exam.

Element 2.3. Induce and terminate Trance

Learning outcomes:

What the candidate must do:

2.3.1. Be competent in a range of at least 12 inductions techniques covering both direct and indirect permissive style.

2.3.2. Be competent in terminating trance.

What the candidates must know:

2.3.3. How to decide which induction technique is applicable.

2.3.4. What to do if a client is reluctant to exit trance.

Range (explanation)

There are limitless ways in which to induce trance and the student needs to understand a good range of these, and to learn which they feel most comfortable with. Different clients will also find different types of induction more applicable, and it is important for the student to learn how to judge which to use.

It is also important that the student becomes skilled at terminating trance and to recognise that, from time to time, a client will be reluctant to emerge. This may seem as though they are “stuck” and an untutored therapist may panic. However, this is not a problem as long as the therapist is aware of the process involved.

When taught. How and when assessed.

Taught throughout the Certificate Course, with a view of congruence between induction and therapeutic intervention and client suitability. This topic is enhanced with Milton Erickson’s informal approach to inductions, and some esoteric styles of trance inducement examined during the Diploma Course. Assessed through class practise, supervision, fifty hours clinical practice assignment and exam.

Element 2.4. Use Therapeutic interventions and Techniques

Learning outcomes

What the candidate must do:

2.4.1. Be competent in at least 12 direct and indirect therapeutic approaches and strategies.

What the candidate must know:

2.4.2. When to employ each particular approach or strategy.

2.4.3. What to do in the event of an approach or strategy producing unexpected results.

Range (explanation)

Hypnosis is and of itself nothing without the therapeutic techniques employed within it. Therefore the student must learn the tools that can be used with a wide range of issues to produce the therapeutic change that is sought. They need to know not only how to use them, but also when they are appropriate and when not.

When taught. How and when assessed.

As 2.3.1, 2.3.2, 2.3.3, 2.3.4.

Internal Assessment.

Guidance.

Evidence requirement:

Likely sources of evidence of achievement include:

Observed practise.

Role-play.

Presentation.

Case-study

Taped session.

Learning out come.

All

Additional information.

These learning requirements and methods of monitoring student progress have been taken and adjusted from the NCH recommendations for achieving HPD status through the NCFE.

Course Structure.

Assessment Methods.

Element 1.1.	20	credits
Element 1.2.	20	credits
Element 1.3.	20	credits
Element 1.4.	20	credits
Element 1.5	20	credits
Element 1.6	20	credits
Element 2.1.	20	credits
Element 2.2.	20	credits
Element 2.2.	20	credits
Element 2.3	20	credits
Element 2.4.	20	credits
Ten Elements	200	credits

Certificate Course

Marking scheme for assignments and exam.

An overall grade of 35% is required to gain Certificate status.

0 to 34%.	Has failed to reach a satisfactory standard.
35 to 49%.	Has met some of the criteria to a satisfactory standard.
50 to 59%.	Has met most of the criteria to a satisfactory standard.
60 to 69%.	Has met the most important criteria to a high standard.
70 to ----	Has met all of the criteria to a high standard.

Diploma Course.

Marking scheme for assignments and exam.

0 to 49%.	Has failed to reach a satisfactory standard.
50 to 59%	Has met most of the criteria to a satisfactory standard.
60 to 69%	Has met the most important criteria to a high standard.
70 to ----	Has met all the criteria to a high standard.

Assessment Criteria.

In assessing the assignments the focus is on the following.

1. The ability to collect and organise information and arguments.
2. The critical evaluation of the material.
3. The understanding of the subject matter and the integration of theory with practice.
4. The use of appropriate forms of language and arguments in the subject studied.
5. The clarity of the written expression.
6. The ordering and the strength of the arguments used.
7. The range of the work consulted.

Certificate Course Assignments.

First Assignment.

Module two.

To rewrite an ego boosting script written in negative format.

The student is to reframe this script into positive intent thus demonstrating the students ability to understand, the need to discuss what the client is to achieve and not to focus on the clients fears and insecurities.

Time Frame.

Four weeks.

Word Count.

Less than a 1000 words

Second Assignment

Module three.

To write an assignment which demonstrates the use of a system from one of the four memory modules taught on the Certificate Course, which aids the student to remember the hypnoidal phenomena's.

The rote system is not an efficient way to remember new information. However, there are many systems, which facilitate the improvement of recall and the ability to gain an element of control over our ability to be state dependent.

The student will be required through the assignment to explain why this system was has been chosen and how the information links to long-term memory, if this is appropriate.

Time Frame.

Four Weeks.

Word Count.

1000 to 1500 words.

Late assignments will be subject to a 10% deduction from the original mark per week that the assignment is overdue.

Diploma Course Assignments

First Assignment.

Rewrite Healing White Light
See essay request for details.

Time Frame.

Two Months.

Second Assignment.

The Behavioural Therapies And Their Role In Hypnotherapy
See essay request for details.

Time Frame

Three Months

Word Count.

3000 words.

Third Assignment

To Describe The Main Schools of Psychotherapy And Discuss Their Positive Aspects In The
Therapeutic Context.
See essay request for, details.

Time Frame.

Three months.

Word count.

3000 words.

Fourth Assignment.

Case history.
See assignment request for details.

Time frame.

Three months.

Word count.

2000 Minimum.

Late assignments will be subject to a 10% deduction from the original mark per week that the assignment is overdue.

SCCP STAFF.

James Golding.....Principle and Lecturer.

Violet Apley.....Course Coordinator and Lecturer

Course Dates.

See booking Form and Web site.

Course Structure and estimated time involved.

The Diploma Course consists of the Certificate Course, which is a four-weekend introduction to the subject and a foundation to the fourteen weekend Diploma.

The Diploma Course consists of 216 class hours, 18 supervision hours, 50 hours supervised clinical practice.

The students are encouraged to meet once a week in their own time with other class members to practise those skills taught and rehearsed in class. The estimated time for this is two hours per week although it is not unusual for students to spend more time practising; this depends on the motivation of the student.

Estimated external interstudent practise time throughout the course 36 hours.

It is estimated that both Certificate Course assignments would be completed in 8 hours since much of the research and understanding to memory and hypniodal phenomena is achieved in class.

Since two of the Diploma assignments would take some research in the way of extra reading and the four assignments would require some preparation, we would estimate an additional 3 hours per week a further 168 hours.

With a total of 6 hrs for both exams, the Diploma is estimated at a total of 502 hours over some 20 months including exams, approximately 6 hrs 30 minutes per week external time.

Supervision.

Explained in detail in the prospectus and the web site however, to sit the Certificate Course exam the student is required to attend four supervision sessions. One supervision session for each weekend and fourteen supervision sessions during the Diploma Course, please see prospectus and web site for supervision fees. The supervision fee is due at the end of the appointment. The supervision fee is subsidised for SCCP students when appointments are booked between 10am and 4pm Monday to Friday. The full fee is required for appointments cancelled with less than forty-eight hours notice; please ensure that you are available for the appointment with your supervisor before making the appointment.

Supervision records and student's progress reports are attached please see contents for location.

Student Support

Prior to course commencement

Prior to enrolment the future student has access to the web site, on application would receive a prospectus and may contact the SCCP by phone or email to discuss the course.

Students are invited to attend an interview and encouraged to sit in on a class in progress.

This is normally arranged with the course tutor or principle.

Post Enrolment

Students attending a course have access to tutors during the day and after class. Supervision sessions are available and students are encouraged to book an appointment for supervision after each class weekend and before their next course weekend, with a qualified supervisor or the course tutor. At these supervision sessions the student is able to discuss the course, progress of assignment, clinical work, the course theory or indeed the implication of the course on the individual and when ready the building of practice.

The Practising Therapist.

The graduate may take advantage of clinical supervision, which may through negotiation be held on a regular basis or in the early days of building a practice, when required.

If the therapist feels they need urgently to talk to a supervisor, before their next booked session, the supervisor would be available for urgent telephone supervision. Although there would need to be some provision for the supervisors time.

Moderation Procedure.

Assessment for students is based on on-going observation, via course work, practise, assignment, supervision and exam.

If a student wishes to appeal for extra time for an assignment or against awarded marks or judgements, these should be made in writing to the Principal. If after consideration the student is unsatisfied in the response to the written appeal. The written appeal will be passed to the Academic Board of the NCH/NCFE. Where the appeal will be reviewed and the student given ample opportunity to explain their viewpoint, and to represent themselves or have an appointee do so on their behalf. They may appeal on the basis of.

- a) An error in administration.
- b) An unfair biased or incorrect assessment.
- c) Illness or other mitigating circumstances.

SURREY COLLEGE of CLINICAL HYPNOTHERAPY
& PSYCHOTHERAPY

CERTIFICATE COURSE

FIRST ASSIGNMENT

Style:
Font Size 12
Double Spacing
Two Copies

Rewrite page 19 with positive intent.

HARTLANDS: EGO SUGGESTIONS

This assignment is due for presentation by the third weekend.

The subject of clean language and the advantages of working with positive intent have been discussed.

The student will need to consider how congruent some statements are in relationship to their position in the script.

SURREY COLLEGE of CLINICAL HYPNOTHERAPY
& PSYCHOTHERAPY

CERTIFICATE COURSE

SECOND ASSIGNMENT

Style:
Font size 12
Double Spacing
Two Copies

This assignment is due for presentation by the fourth weekend.

To present a memory system of the students choice which demonstrates how the student will be able to recall the hypniodal phenomena.

The student will be required to explain why this system has been chosen, and how the components of this system help the student recall the relevant information.

The student may choose to use graphics and text when presenting this assignment.

SURREY COLLEGE OF CLINICAL HYPNOTHERAPY AND PSYCHOTHERAPY

DIPLOMA ASSIGNMENT ONE

Title Rewrite Healing White Light.

Aim Change negative statements to positive statements where applicable.
Demonstrate awareness of structure of script.
To be aware of congruence of statements with levels of trance and position in script.

The new script should be written from a personal viewpoint, not a direct copy of the original.
A conclusion of 100 to 200 words is required to complete the assignment.
Demonstrating what changes have been made, how and why.
Include a bibliography of any reference material.

Purpose of Assignment

For the student to demonstrate an understanding of the basic structure, form and content of a script in relation to the specific aim of the therapy; ensuring that the words used are easily understood and communicate clarity of direction.

Additional marks will be awarded for originality of script whilst adhering to the basic principals of the structure.

Fifty percent is required for a pass mark.

The assignment is to be typed as follows.

Font 12.

Double-spaced.

Two copies

**SURREY COLLEGE OF CLINICAL HYPNOTHERAPY AND
PSYCHOTHERAPY
DIPLOMA ASSIGNMENT TWO**

Title. The Behavioural Therapies And Their Role In Hypnotherapy.

Aim. To demonstrate an understanding of the development and the use of:
Conditioned response. Operant conditioning. Social learning.

To discuss Flooding, Massed practice, Aversion therapy, Desensitisation,
Assertive training.

The role of hypnosis in the application of the above.

The Essay is to be three thousand words, with a ten percent margin.

The front cover is to include a word count.

The introduction, main body and conclusion are inclusive of the word count but not
the references or the reference page.

Style

Font 12 with double spacing, two copies

To be referenced as the Harvard system. As follows;

Main body

“Statement” (Waxman 1998)

References

Waxman. D. (1998) Hartland’s Medical and Dental Hypnosis (Third Edition) London.
Bailliere Tinsall (Pp: 15-6) or 132: 189.

Fifty percent is required for a pass mark.

**SURREY COLLEGE OF CLINICAL HYPNOTHERAPY
&
PSYCHOTHERAPY**

DIPLOMA ASSIGNMENT THREE

TITLE: DESCRIBE THE MAIN SCHOOLS OF PSYCHOTHERAPY AND DISCUSS
THEIR
POSITIVE ASPECTS IN THE THERAPEUTIC CONTEXT

Points to include

FACTUAL INFORMATION

Concepts of psychotherapy, aims and practice

Describe Main schools and their differences in methodology, ideology and aims

Freud
Jung
Adler
Rogers

Context within one on one therapy

Positive aspects

Establishing a context for client – understanding of ‘talking therapies’

How the individual therapist could approach therapy within the context of each school and the appropriateness of each.

The essay is to be three thousand words, with a ten percent margin.

The front cover is to include a word count.

The introduction, main body and conclusion are inclusive of the word count but not the references or reference page.

Reference as Harvard system, font 12 with double-spacing, two copies.

CONCLUSION

REVIEW OF FACTUAL INFORMATION

PERSONAL OPINION ON THE POSITIVE ASPECTS OF EACH

PURPOSE OF ASSIGNMENT

To demonstrate knowledge of each of the schools of thought

Fifty percent is required for a pass mark.

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**THE SURREY COLLEGE OF CLINICAL HYPNOTHERAPY AND PSYCHOTHERAPY
DIPLOMA ASSIGNMENT FOUR**

**TITLE: FICTITIOUS CASE HISTORY: PRESENTING PROBLEM TENSION
HEADACHES**

Points to include

CASE HISTORY: NAME
AGE
MARITAL STATUS
OCCUPATION
BRIEF MEDICAL HISTORY – such as are they taking medication from a GP. If so, does the therapist have written permission from the Doctor to treat the case.
AETIOLOGY AND DEVELOPMENT OF PROBLEM

ANY OTHER INFORMATION THE STUDENT FEELS IS RELEVANT.

TREATMENT

Briefly discuss three possible ways of treatment, select one and discuss why this is the most appropriate.

What technique used.

How they effected a remission of the symptoms

BRIEF DESCRIPTION OF SESSIONS

Inductions used
Deepeners
Technique of therapies

BIBLIOGRAPHY

PURPOSE OF ASSIGNMENT

To demonstrate that the student collected sufficient data to treat the case.

To demonstrate how this data was evaluated.

To validate why the specific technique chosen was used.

This assignment will be a minimum of two thousand words, referencing not to be included. The front cover is to carry a word count.

A fifty percent mark is required for a pass.

Font 12, double space with two copies.

Certificate Course Bibliography

Shor, R.E. *The frequency of naturally occurring “hypnotic – like” experiences in a normal college population. International Journal of Clinical and Experimental Hypnosis. 8: 151. (1960)*

Weitzenhoffer, A.M. & Hilgard, E.R. *Stanford Hypnotic Susceptibility Scale, Forms A & B.*

Spiegel, H. *Eye-Roll Levitation Method. Manual for Hypnotic Induction Profile.*

Shor, R.E. & Orne, E.C. *The Harvard Group Scale of Hypnotic Susceptibility.*

Waxman, D. *Hartland’s Medical & Dental Hypnosis (Third Edition)*

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**Diploma Course
Bibliography**

11 April 2004

Dear Sir or Madam,

Thank you for your enquiry about membership of the NCH. I enclose the application forms and details of entry requirements as requested.

You may be wondering what the NCH has to offer! The NCH is a thriving organisation designed to provide its membership with a supportive structure based on our shared interest and love of our profession. We publish a quarterly Journal and run regional seminars monthly. An annual conference also takes place on the third weekend of June each year.

What else do we have to offer? Several things, I believe. Firstly we are a non-profit members' co-operative. This provides security for the members and also means the power lies with the membership. The committee is elected and works to represent you, not just for themselves. All income is available for providing the service required.

Secondly, we are founder members of the UK Confederation of Hypnotherapy Organisations and committed to the work they are undertaking on our behalf for the profession. Our chairman was also the founding chairman of UKCHO and three of our executive are current directors. This link ensures our full involvement in the regulatory processes that may occur.

Thirdly, we are committed to openness and professionalism. We listen to our members, and have pledged to discuss any concerns raised, at committee level and to give a full response. Nothing is taboo! We are also keen to promote hypnotherapy in general and our members in particular and our website is in place (www.hypnotherapists.org.uk) and a PR campaign is being developed. The website has recently been extended to produce an on-line referral service and a chat room for members. The setting up of a freephone number and by responding quickly and personally wherever possible has already lead to a large increase in the number of requests for referrals.

Fourthly, we are committed to excellence in training and professional development. We accredit training schools but have no "ties" with any schools in particular, and we have recently instigated the HPD, the first nationally accredited course in hypnotherapy available to all. We also ensure that all members provide a competent, ethical service to their clients through implementation of the Code of Ethics, and Complaints procedure.

If you have any questions, feel free to phone, write or email.

Yours sincerely

Fiona Biddle FNCH Executive Director

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National Council for Hypnotherapy Ltd.

Including: THE HYPNOTHERAPY REGISTER (Est. 1973)
Founding member (registering/accrediting) of the UK Confederation of Hypnotherapy Organisations

PO Box 5779, Burton on the Wolds, Loughborough, LE12 5ZF

Phone/fax: 01509 881477

Website: www.hypnotherapists.org.uk

Email: admin@hypnotherapists.org.uk

Membership Entry Requirements

ASSOCIATE

Available to anyone with an interest in hypnotherapy. This includes trainees. The only exception would be anyone who has been expelled from the Council or who is deemed by the committee to be likely to bring the Council into disrepute. Being an associate does not imply membership, confer voting rights, allow the use of an NCH title or the use of the name of the NCH for advertising purposes.

LICENTIATE MEMBER (Lic)

To become a licentiate member the following requirements would need to be met:

- Either a) Complete an accredited training course to a satisfactory level.
- Or b) Show evidence of formal training in hypnotherapy AND
Pass an NCH exam (please request the paper if required)
- Or c) Show evidence of formal training in hypnotherapy AND
Submit two cases studies of 1500 words AND
Submit a statement of personal / professional philosophy of 1500 words.
- Or d) Show evidence of membership of the National Guild of Hypnotists (USA) AND
Submit a statement of personal / professional philosophy of 1500 words.

In cases b,c or d above, the onus is on the applicant to show to the satisfaction of the NCH that they have sufficient knowledge, skills and understanding to be a competent, ethical and caring professional hypnotherapist.

All applicants at this level must also:

- Provide two references (if applying on the basis of a above, one referee would be expected to be the course tutor)
- Show a commitment to on-going professional development
- Give details of an established system of supervision with a suitably qualified supervisor.
- Undertake to adhere to the Code of Ethics and Practice
- Undertake to remain fully and appropriately insured throughout their membership of the NCH.
- Be prepared to discuss their application with a member nominated by the committee
- Give details of any successful disciplinary action that has been taken against them
- Accept that the committee's decision is final.

To become a registered member the following requirements would need to be met:

- Either a) Have been a licentiate member of the council AND
 Have been in practice for a minimum of one year AND
 Have completed a minimum of 100 client hours AND
 Submit two cases studies of 1500 words AND
 Submit a statement of progress made within the first year of practice of 500-1000 words.
- Or b) Show evidence of formal training in hypnotherapy AND
 Have been in practice for a minimum of one year AND
 Have completed a minimum of 100 client hours AND
 Pass an NCH exam (please request the paper if required).
 Answers will be expected to show experience gained since qualification.
- Or c) Show evidence of formal training in hypnotherapy AND
 Have been in practice for a minimum of one year AND
 Have completed a minimum of 100 client hours AND
 Submit two cases studies of 1500 words AND
 Submit a statement of personal and professional philosophy of 1500 words. This will be expected to show experience gained since qualification.
- Or d) Show evidence of membership of the National Guild of Hypnotists (USA) AND
 Have been in practice for a minimum of one year AND
 Have completed a minimum of 100 client hours AND
 Submit a statement of personal / professional philosophy of 1500 words. This will be expected to show experience gained since qualification.

All applicants at this level must also:

- Provide two references, at least one of which must be from a fellow hypnotherapist or hypnotherapy trainer
- Show a commitment to on-going professional development
- Give details of an established system of peer-support or supervision.
- Undertake to adhere to the Code of Ethics and Practice
- Undertake to remain fully and appropriately insured throughout their membership of the NCH.
- Be prepared to discuss their application with a member nominated by the committee
- Give details of any successful disciplinary action that has been taken against them
- Accept that the committee's decision is final.

ACCREDITED MEMBER (ACC.)

To become an accredited member the following requirements would need to be met:

- Either a) Have been a registered member of the council AND
 Have been in practice for a minimum of five years AND
 Have completed a minimum of 500 client hours AND
 Demonstrate a commitment to personal and professional development through attendance at seminars, further training etc. AND
 Submit a statement of personal and professional philosophy showing development since qualification of 1000 words.
- Or b) Show evidence of formal training in hypnotherapy AND
 Have been in practice for a minimum of five years AND
 Have completed a minimum of 500 client hours AND
 Demonstrate a commitment to personal and professional development through attendance at seminars, further training etc. AND
 Pass an NCH exam (please request the paper if required).
 Answers will be expected to show experience gained since qualification. AND
 Provide two professional references
- Or c) Show evidence of formal training in hypnotherapy AND
 Have been in practice for a minimum of five years AND
 Have completed a minimum of 500 client hours AND
 Demonstrate a commitment to personal and professional development through attendance at seminars, further training etc. AND
 Submit two cases studies of 1500 words AND
 Submit a statement of personal and professional philosophy of 1500 words

	This will be expected to show experience gained since qualification. professional references	AND	Provide	two
Or d)	Show evidence of membership of the National Guild of Hypnotists (USA)	AND		
	Have been in practice for a minimum of five years	AND		
	Have completed a minimum of 500 client hours	AND		
	Demonstrate a commitment to personal and professional development through attendance at seminars, further training etc.	AND	Submit	a
	statement of personal / professional philosophy of 1500 words. This will be expected to show experience gained since qualification.	AND	Provide	two
	professional references			

All applicants at this level must also:

- Give details of an established system of peer-support or supervision.
- Undertake to adhere to the Code of Ethics and Practice
- Undertake to remain fully and appropriately insured throughout their membership of the NCH.
- Be prepared to discuss their application with a member nominated by the committee
- Give details of any successful disciplinary action that has been taken against them
- Accept that the committee's decision is final.

FELLOW

Fellowships are awarded by a majority vote of the committee and presented at the NCH AGM. Such appointments are open to nomination by a minimum of two sponsoring NCH members. Candidates must have a minimum of five years practical experience. Fellowships will be considered for those members nominated who, in the opinion of the committee, have made significant progress in research in the field of hypnosis or have made other significant contributions to the practice of hypnotherapy or to the furtherance of the aims and work of the NCH. The committee will not consider nominations based on 'long service' or 'committee service' unless the above criteria are also met.

Fellowships entitle the holder to lifetime honorary membership unless they resign or are removed from the NCH due to disciplinary procedures

Membership Certificates

Every member is entitled to a membership certificate on acceptance. Members seeking upgrading should apply to the Membership Secretary. Certificates remain the property of the Council at all times and must be returned on leaving the Council, in all circumstances.

There is a non-refundable application fee of £25, which should be sent with the application. All applications are at the discretion of the Executive Committee and that no reason need necessarily be given should an application be declined.



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Email: admin@hypnotherapists.org.uk

APPLICATION FORM

Title and full name

Address for correspondence

.....Post Code.....

Phone Nos: Home for Referrals.....

Email address

Date of Birth

Further and Higher Education and Professional Qualifications:

<u>Qualification</u>	<u>Awarding Body</u>	<u>Date</u>

NB: Please enclose photocopies of any certificates declared above.

Please give details of current supervision / peer support (NB supervision is a requirement for a minimum of a year after qualification and until 100 client hours have been completed)

Supervisor's NameQualifications.....

Contact phone noFrequency.....

Duration of sessions.....

Professional Insurance Details (Mandatory for all members):

I enclose a photocopy of my current certificate

OR

I intend to insure through the NCH

How many client hours have you conducted since qualification?

REFERENCES

At least one reference should be from a trainer or fellow therapist.

1. Name.....Phone No.....
Email address.....
How long have you known the referee ?
In what capacity ?

2. Name.....Phone No.....
Email address.....
How long have you known the referee ?
In what capacity ?

I herewith apply to the NATIONAL COUNCIL FOR HYPNOTHERAPY

I declare that the above information is correct. I agree to adhere to the Code of Ethics and Practice of the National Council for Hypnotherapy and confirm that no complaint has ever been filed against me (or if it has I enclose full details). I accept the principle and practice of on-going training and supervision and/or peer support. I undertake to maintain adequate insurance in respect of professional indemnity and public liability. I understand that acceptance of my application is at the discretion of the Executive Committee and that no reason need necessarily be given should membership be declined.

Fees:

Please enclose the application fee (non-returnable) of £25
Annual subscription (fully refundable in the event of an unsuccessful application): can be
paid in any of the following ways:

- Cheque (£70) (payable to NCH Ltd)
- Credit Card/Switch (£70)
No: _____
Exp. Date _____ Issue No (Switch only) _____
- Standing Order (£65 per annum/£5.50 per month). Mandate enclosed

SignatureDate.....

STANDING ORDER MANDATE

National Council for Hypnotherapy Ltd.

To (name and address of your bank):

.....
.....
.....

Please pay a standing order from my account number
account name
Sort Code

The amount of £5.50 per month **OR** £65 per annum (delete as appropriate)

commencing on the first day of 2004 & continuing until further instruction from me.

Please credit account number 65049129 Sort Code 08-92-99 National Council for Hypnotherapy Ltd. The Co-operative Bank plc, Kings Valley, Yew St, Stockport SK4 2JU

Signature.....Date.....

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01509 881477 admin@hypnotherapists.org.uk

NCH MEMBER INSURANCE SCHEME

Professional Indemnity and Public Liability Insurance is arranged through the Brokers, Smithson Mason Ltd.

It covers all aspects of Counselling, Hypnotherapy, Non-invasive Meridian Therapies and Psychotherapy practice, including Product Liability and Libel or Slander and remains in force wherever in the world you may be *temporarily working within the above fields. *(I.e. Provided you are primarily based within the UK).

The premium also includes access to a 24 hours a day, 365 days a year Legal Helpline.

The current Annual Premium is either £60.80 for an indemnity limit of £1,000,000 or £69.62 for an indemnity limit of £2,000,000. Although each annual policy commences on 1 January, members may enter the scheme at any time of the year at the respective pro rata rates of either £5.07 per *month or £5.80 per *month (*or any part thereof).

There is no application form required and cover is effected simply by remitting a cheque in the appropriate sum, made payable to "NCH Ltd.", to the above address, upon receipt of which, a Certificate of Insurance will be sent to you.

N.B.

- i) A wide range of additional therapies may be included within the Policy by direct arrangement with the Broker (usually extra charge).
- ii) The policy is primarily designed for practitioners. Trainers will require separate cover and should check with the Brokers.

Broker's Contact & Address:

Jill Price or Roger Litton
Smithson Mason Ltd
SMG House
31 Clarendon Road
Leeds
W YORKS LS2 9PA
Tel. 0113 294 4037



Hypnotherapy Practitioner Diploma Declaration

Name

I declare that I do not have a criminal record (or if I do I attach full details)

I declare that I will remain fully insured throughout my career as a hypnotherapist.

I declare that there have been no complaints made against me to the NCH or any other bodies (or if so I attach full details). If any complaint is made at any time, I will inform my professional society and my insurers.

I declare that I will abide by the NCH Code of Ethics and Practice throughout my career, or, if I cease to belong to the NCH, I will abide by the Code of the society which I then join

I declare that I will have in place a system of support for times when I am unsure of ethical or legal matters, or have questions with regard to my client work throughout my career.

I declare that if at any time I give false or deceptive information, the NCH and NCFE reserve the right to revoke any award granted.

Signed

Date

Step by Step Guide for Schools to Join the HPD Programme

Send the following to the NCH

1. a blank intake interview form.
2. blank documents on which will be recorded all student records, ie, attendance record, work submitted, supervision record, other records as appropriate
3. full details of assessment methods. Note, this assessment must show how and where they have achieved the learning outcomes as defined for this course.
4. details of a system of guidance and support for your students, based on the availability before during and after the course of a personal tutor.
5. CVs of tutors
6. A signed Training School Declaration

Step by Step Guide for Schools for each Student Intake

As each student applies for the course, fill in the intake interview form, the HPD Registration Form and the HPD Declaration

At the start of the course, send these forms to the NCH, plus £7 per student (NCFE registration fee).

Email the NCH with a completed excel registration form

For any work the student submits during the course, request that they submit two copies.

At the end of the course, send copies of all forms, work and assessments to the NCH.

S C C P

CERTIFICATE COURSE STUDENT PROGRESS REPORT

Student's Name.....**Date**.....

Attendance

Weekend one..... Weekend two.....
Weekend three..... Weekend four.....

Assessment

Assignment one..... Assignment two.....

Exam

Written paper..... Practical.....

Observations of Students course work and progress

Comments.....
.....
.....

Commitment.....

Qualities.....

Attitude.....

Points to be discussed which might help the student to be a better therapist. To be discussed during supervision or assessment:.....

.....
.....

Student's payment record

.....
.....
.....

S C C P

DIPLOMA COURSE STUDENT PROGRESS REPORT

Student's Name.....Date.....

Attendance

Weekend one.....	Weekend two.....
Weekend three.....	Weekend four.....
Weekend five.....	Weekend six.....
Weekend seven.....	Weekend eight.....
Weekend nine.....	Weekend ten.....
Weekend eleven.....	Weekend twelve.....
Weekend thirteen.....	Weekend fourteen.....
Revision weekend.....	This is an optional weekend.

Assessment

Assignment one.....	Two months completion?.....
Essay one.....	Three months completion ?.....
Essay two.....	Three months completion ?.....
Case study.....	Three months completion ?.....

Exam

Written paper..... Practical.....

Observations, Students Course work and progress

Comments.....
.....

Commitment.....

Qualities.....

Attitude.....

Points to be discussed which might help the student to be a better therapist. To be discussed during supervision or assessment.....

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Student's payment record.....

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