

Career Breaks and Sabbaticals Policy.

IPSS Policy. 12/7/2017 (amended Oct. 2019)

NB. UKCP has suspended its Policy on Career Breaks and Sabbaticals. Until a full amended policy is brought back for implementation only sections 4 to 8 of this IPSS policy may apply. (Sections 4 to 8 of this document refer to a member's return to practice at the end of a career break or sabbatical where a readiness to practice assessment is carried out by representatives of IPSS. This assessment is required by UKCP before IPSS may put forward that member for re-entry onto the UKCP register.

It is advised that where an IPSS member decides to take either a Career Break or Sabbatical she/he should inform UKCP directly and then inform the IPSS Administrator of the length of time of that break from practice as agreed with UKCP. The Administrator will inform the IPSS Members' Committee. It appears now to be UKCP policy that all breaks from clinical practice demand that the person is removed from the UKCP register. The member may choose whether to apply to Council to remain a member of IPSS over this period as a non-practising member. For a member to return to practice she/he should approach the IPSS Administrator again, before the end of the sabbatical or career break to allow time for an appraisal by IPSS of their readiness to return to practice; without which they cannot be put forward by IPSS for re- entry onto the UKCP register.

NOW GO TO Section 4.0 below.

IPSS abides by the UKCP principle on Career Breaks and Sabbaticals i.e.

"UKCP recognises that registrants may have breaks in their practice. Colleges should be mindful that breaks occur for many different reasons and at different points in a therapist's career and should provide individual written guidance for registrants returning to practice, taking into account such things as level of experience, nature of break etc. " (UKCP CPD Policy. para 2.7)

Based upon the UKCP documents IPSS can make a clear distinction between a Career Break and a Sabbatical.

This document does not address enforced Careers Breaks resulting from a member suspension.

Before deciding upon a Career Break or Sabbatical IPSS advises that the applicant reads in full the UKCP. Document "Procedures, Rules and Requirements for Restoration to the Register."

A Career Break. This is a period for which a member chooses both not to practice and to no longer remain on the UKCP register. A withdrawal from the UKCP register would be executed through IPSS, usually by request and would equally be a withdrawal from IPSS membership. (Council on June 25th. 2017 confirmed that it is not possible to be a member of IPSS if not registered on the UKCP register within CPJA.) An application to return to work would require a 'structured/verifiable CPD or alternative/equivalent re-training for those returning to practice after an extended period of absence with the level of post qualification experience being taken into account' – (UKCP. Procedures, Rules and Requirements for Restoration to the Register. Para 4.2) In the case of structured/verifiable CPD, UKCP requires that a portfolio is compiled of CPD undertaken during a Career Break. This could then be a key part of an assessment of a returning member's preparedness to return to work and reaccreditation on to the UKCP register. An extended Career Break of more than 18 months would require an element of retraining agreed upon with IPSS.

IPSS accepts in full UKCP's comprehensive policy and procedure on Career Breaks. ("Procedures, Rules and Requirements for Restoration to the Register." Copy appended Appendix 2.)

A written application for a Career Break would be sent initially to the IPSS Administrator to be decided upon by the IPSS Council.

A Sabbatical. UKCP states that:

"The Registrar considers any period during which a practitioner remains registered but does not see any clients to be a sabbatical. Normally the Registrar would expect practitioners intending to discontinue seeing clients for a period of more than 3 months to inform their organisation (or college, if they are a direct member). (UKCP CPD para. 3.5 (d))"

"Policies additionally should make clear what the CPD requirements are for periods in which no client work is undertaken, of greater than 6 months, and which occur between re-accreditation assessments. (UKCP CPD para. 3.5 (e))"

A written application for a sabbatical would be sent to the Administrator to be decided upon by the IPSS Council. Before a return to work from a sabbatical for 6 months or more there is a requirement of a written submission of up to 1000 words containing a reflective statement upon professional practice supported by a portfolio of CPD covering the sabbatical period.

IPSS would not endorse an application for a sabbatical of longer than 12 months.

Career Breaks and Sabbaticals - Procedure.

- 1.0 An application for a Career Break or Sabbatical.** To be made in letter format. What should be made clear in the application:
- 1.1 Whether the application is for a Career Break or Sabbatical.
 - 1.2 The starting date and intended return to work date.
 - 1.3 The reason/s for the application. There should be a statement of up to 500 words, supporting your application.
 - 1.4 A Commitment to continued CPD during this period and to maintain a CPD Portfolio. Alternatively in the case of a Career Break an understanding that an element of retraining would be necessary where the Career Break is for a period of over 18 months or not known.
 - 1.5 That satisfactory notice of the Career Break or Sabbatical has been given to clients and employers/ volunteer and internship organisations. (Where this degree of preparedness is not possible due to a crisis, this should be indicated and a statement of what alternative provision is being made by the member.)
 - 1.6 That vulnerable clients have been identified and where thought necessary, alternative therapy or support has been identified.
 - 1.7 That the applicant does not intend to practice during the time period specified.
- 2.0 Applying for a Career Break or Sabbatical.**
- 2.1 A letter of application should be written to Paola Turner, IPSS Administrator and attached to an email to be sent to info@IPSS.psychotherapy.co.uk
- 3.0 Appraisal of an application for a Career Break or Sabbatical and Decision.**
- 3.1 The appraisal of the application will be delegated to a member of Council, with a final decision being made by the Council or the Chair on behalf of Council.
 - 3.2 The process of appraisal may require requests for additional information.
 - 3.3 The decision on the application will be sent to the applicant by email with any requirements that have been agreed by Council.
- 4.0 Application for a return to work after a Career Break or Sabbatical.**
- 4.1 An application to return to work should be written to Paola Turner, IPSS Administrator and attached to an email to be sent to info@IPSS.psychotherapy.co.uk
 - 4.2 In the case of a Career Break, the applicant should also complete and submit to IPSS the UKCP Restoration to Registration form (Appendix 1).
- 5.0 Appraisal of a return to work in the case of a Sabbatical .**
- 5.1 In the case of a Sabbatical the appraisal of the application will be delegated to a member of Council, with a final decision being made by the Council or the Chair on behalf of Council.
 - 5.2 The process of appraisal may require requests for additional information.
 - 5.3 The decision on the application will be sent to the applicant by email with any requirements that have been agreed by Council.

6.0 Appraisal of a return to work in the case of a Career Break.

- 6.1 In the case of a Career Break IPSS scrutinises a Restoration to Registration submission against IPSS/ College/UKCP requirements for CPD etc. This shall include appropriate measures to ensure that the individual has not been registered through another Organisational Member during the period of absence and that there are no outstanding disciplinary matters with the CCP or any other Professional body.
- 6.2 The process of appraisal may require requests for additional information.
- 6.3 Following a successful application IPSS will provide a Restoration to Registration validation to support submission and forwards both to the UKCP membership team.
- 6.4 UKCP membership team scrutinises Restoration to Registration submission and IPSS statement in relation to appropriate requirements and standards.
- 6.5 If these are met registration is renewed. If they are not met a request for further details may be issues or the matter referred to the Registrar.
- 6.6 Where applications are declined clear reasons for the decision will be given. Registrants may appeal to the UKCP. Registrar.

7.0 Suggested Sources of CPD whilst on a Career Break or Sabbatical. (UKCP. Procedures, Rules and Requirements for Restoration to the Register. Para 5.)

On a Career Break or Sabbatical, without the support and opportunities for CPD provided by an employer / workplace or being in regular touch with other professionals, some of the opportunities available to practitioners are:

5.1. **Structured reading** - Researching particular themes or topics of interest to the practitioner, possibly by reading past relevant articles in professional journals or reading relevant books. (A log of reading could be kept by practitioners and submitted with any application for re-accreditation.)

5.2. **The Internet** - Consider the wealth of information available on the Internet: this can be an invaluable source of CPD. (A log of reading / research on the net could be kept by practitioners and submitted with any application for re-accreditation.)

5.3. **Attendance at short courses at a College or University** - These could be modules of a course relevant to psychotherapy or psychotherapeutic counselling, or they could be of a more generic nature such as IT, presentation skills or management for practitioners with other professional / managerial responsibilities. Many colleges are happy to welcome participants onto either individual modules or full courses. (Certificates of attendance could be provided by practitioners and submitted with any application for re-accreditation.)

5.4. **Distance or Open Learning** - In today's environment this is a very popular form of learning. A wide range of subjects is available. Practitioners could contact / explore colleges, institutes or universities via the internet.

5.5. **Learn Direct** - The Government's Lifelong Learning initiative provides wide-ranging learning material in local areas, and also learning centres and access to computers.

5.6. **Television / Film / Documentaries / Theatre**- There are an increasing number of television, film, documentaries and theatre programmes focusing on relevant themes. (A

descriptive log of this could be kept by practitioners and submitted with any application for re-accreditation.)

5.7. Travel - You may be taking a career break to undertake international travel. If this is the case consider the learning experience you could gain through travel and the comparative study you could make of other countries' approaches to our work. (Practitioners could use some of their time away to research and write / publish about work being done in other countries. Copies to be submitted with application for re-accreditation)

5.8. Supervision- Reflective Practice Case Study Supervision could be undertaken as a part preparation for restoration after a period of more than 12 months / dependant on reason for break / amount of post qualification practitioner experience.

5.8.1. That is, the practitioner could prepare one or two short case studies from work immediately preceding the break to take to formal supervision for a specified minimum number of supervisions before recommencement of practice. This would provide support to the individual and allow the supervisor to help them gauge whether they have adequately prepared for the restoration.

5.8.2. Where supervision has been stipulated by a hearing panel to address certain concerns or to evidence certain developments / area of work this provision could be adapted by said panel at the discretion of the panel Chair.

5.8.3. A form / area on a form to be co-signed by supervisor and supervisee confirming attendance at such sessions and could form part of any re-accreditation application process.

5.8.4. **Therapy** - On-going personal individual / group therapy could be part of any CPD portfolio during a break. (A personal experience log or papers that present reflective thought / review in relation to events, periods of time or experiences could be kept by practitioners and submitted with any application for re-accreditation.)

8.0 Returning to work after a Sabbatical or Career Break.

8.1 Returning to work after a Sabbatical

As membership of UKCP and IPSS is maintained during a sabbatical, membership renewal will have to be made and payment of membership fees met at the due period where that renewal process falls within the sabbatical period. Equally the fee for membership of UKCP must also be met at the due date.

Before a return to work after a break of less than 6 months there is a requirement that this is confirmed with IPSS and that and

Before a return to work from a sabbatical of 6 months or more there is a requirement of the member to submit a written paper of up to 1000 words that contains a reflective statement upon professional practice supported by a portfolio of CPD covering the sabbatical period. Also any change of personal or professional details should be updated at this point.

- 8.2 Current Best Practice on CPD for Restorations after a Career Break.** (UKCP. Procedures, Rules and Requirements for Restoration to the Register. Para 4.) IPSS oversees the return to practice and the re-registration of its members on the UKCP Register within the UKCP's requirements and uses those requirements as a basis for a member's renewal of IPSS membership after a Career Break.
- 8.2.1 Current best practice across sectors suggests that it will be necessary to undertake CPD in order for practitioners to maintain fitness to practice (and thus entitlement to registration) but also personal marketability (employed and self-employed alike) and to keep up-to-date with changes in the professional field whilst on any type of career break.
- 8.2.2 Where a break from registration extends for a period of up to 18 months then in order to be re-registered you would normally be required to show evidence of a programme of structured/verifiable CPD or alternative / equivalent Re-Training undertaken over a period of six months to one year; where the break period is no more than 12 months, the six month requirement *would normally apply*. The OM would be expected to set out in writing their reasons for any exception to normal requirements.
- 8.2.3** Should membership of UKCP lapse for a period of more than 18 months then in order to be re-registered you *would normally be required* to show evidence of a programme of structured/ verifiable CPD or alternative/equivalent Re-Training undertaken over a period of twelve to eighteen months. The Member Organisation would be expected to set out in writing their reasons for any exception to normal requirements. **UKCP expect the amounts of CPD that are required following a period out of registration to take account of both the duration of the period and the experience of the practitioner prior to the break from registration.**
- 8.2.4 Stages of Practitioner Experience:**
- Stage A.** Practitioner between initial accreditation and first re-accreditation (i.e. < 5 years post qualification experience)
- Stage B.** Practitioner between first re-accreditation and second re-accreditation (i.e. > 5 years but < 10 years post qualification experience)
- Stage C.** Practitioner completed at least two re-accreditations (i.e. > 10 years post qualification experience).
- 8.2.5** UKCP does not seek to specify minimum levels of practice or to thereby distinguish between full time and part time practice in determining CPD requirements for restoration to practice. However, consideration will be given to any such requirements established by the college through which the practitioner is seeking restoration to the register. It shall be at the discretion of UKCP to determine the weight given to evidence of experience and over all duration of the post initial registration/ qualification period.

8.2.6 IPSS should be informed of any changes of the applicant's personal or professional details at the point of a return to work.

This IPSS policy and procedure is supported within the following policies.

- UKCP. Procedures, Rules and Requirements for Restoration to the Register.
- UKCP. CPD Policy.