1. Introduction

This document sets out the process by which students will be selected to undertake clinical training in child and adolescent psychotherapy with the Northern School of Child and Adolescent Psychotherapy (NSCAP). It also gives further information about the support that will be provided to trainees; and summarises the requirements of the training.

Each year NSCAP selects a cohort of trainees who meet the requirements to train as Child and Adolescent Psychotherapists. These trainees will then be eligible to apply for an NHS funded clinical training post with one of the NHS CAMH services in the northern region that have been accredited by the school as able to provide the learning environment, clinical caseload and supervision necessary for the trainee to complete the clinical requirements of the training.

2. NSCAP

NSCAP is one of five centres providing training in child and adolescent psychoanalytic psychotherapy in the UK; two in London, one in Birmingham and one in Glasgow. The training that NSCAP provides is accredited by the Association of Child Psychotherapists (ACP).

NSCAP is an NHS organisation which is hosted by Leeds and York Partnership NHS Foundation Trust. It is an Associate Centre of the Tavistock and Portman NHS Foundation Trust and University of Essex. All new trainees accepted for clinical training in child and adolescent psychotherapy at NSCAP are enrolled on the 4 year Doctorate in Child and Adolescent Psychoanalytic Psychotherapy validated by Essex University.

The clinical training staff:

- Dr. Janet Shaw, Director of Clinical Training
- Dr. Rajni Sharma, Academic Tutor
- Lynda Ellis, Course Tutor, Lead Director NSCAP
- Simon Creggeen, Course Tutor
- Jason Kaushal, Course Tutor
- Dr. Lerleen Willis, Course Tutor, Research & Development Lead, NSCAP
- Selina Perocevic, Course Tutor
- Penny de Ruyter, Course Tutor
- Ben Lloyd, Course Tutor
Additional teaching, specialist seminars and supervision are provided by experienced colleagues in Child and Adolescent Psychotherapy and other allied professional disciplines from within the region and further afield, in particular the Tavistock and Portman NHS Trust.

3. **Summary of the Training of Child and Adolescent Psychotherapists**

Child and Adolescent Psychotherapists are core members of multi-disciplinary child and adolescent mental health teams. Their training equips them to make a unique contribution in understanding the child’s perspective of the world. The Child and Adolescent Psychotherapist’s primary task is the assessment and treatment of children and their families; with the ability to offer long-term individual psychotherapy when necessary. They also contribute to the service with short term work, under-fives work, family assessments; and provide supervision, teaching and consultation across all tiers and professions, and with other agencies such as social services and education.

The training in child and adolescent psychotherapy provided by NSCAP will enable trainees to develop the academic, clinical and research skills needed to prepare them for practice as professional Child and Adolescent Psychotherapists and they will be eligible for membership of the Association of Child Psychotherapists (ACP). Theory and practice are closely linked and the training reflects an integrated approach, including close attention to the development of psychoanalytic based clinical skills. The training provides a thorough grounding in the emotional development of children and adolescents, drawing on psychoanalytically orientated developmental perspectives. It enables trainees to diagnose and treat a broad range of mental health problems in childhood and adolescence. It encourages clinical sensitivity and solid practice, enabling trainees to respond with sensitivity to the multicultural contexts encountered in clinical work. Supervision and personal analysis are important aspects of the training; and help develop in the trainee the personal qualities necessary for clinical practice.

**Academic Qualification**

The course provides an academic as well as a professional qualification. Current trainees are registered for the Professional Doctorate in Child and Adolescent Psychoanalytic Psychotherapy validated by Essex University. There is an option to leave the programme at the end of 4 years with a Masters in Child and Adolescent Psychoanalytic Psychotherapy for those trainees not completing the doctorate research element of the course.

**Clinical Training Requirements**

The ACP Training Council set out the requirements for training in child psychotherapy and monitors the quality of each training school’s delivery.

The theory and technique elements of the training will be delivered at NSCAP’s premises in Leeds through a variety of teaching methods. Attendance in Leeds will be for a full day (Thursday) each week during term time. Attendance is required at Additional Training days that take place all day on a Thursday at the end of each term. In addition trainees are
allocated one session (½ day) a week, or the equivalent, for their research work throughout the training period.

Experience in clinical work under supervision will be gained through supervised casework with a variety of different cases in a CAMHS team. Through the use of individual and group supervision, and clinical seminars, the trainee will integrate theory and practice. The training is for a period of four years.

**Key elements of the training**

**THEORY AND TECHNIQUE**

The “taught” elements of the training cover:

- Human growth and development
- Disturbance of development and psychopathology
- Psychoanalytic theories
- Techniques of treatment and knowledge of relevant research, outcome studies and evidence based methodologies
- Psychotherapeutic techniques

**CLINICAL WORK UNDER SUPERVISION**

i. **Intensive Psychoanalytic Cases**

Students are required to treat three patients in intensive psychoanalytic therapy. These patients attend from three to five times per week. The cases must include:

- a pre-latency child (under five years of age unless developmentally delayed)
- a latency child
- an adolescent

It is not usually acceptable for all three cases to be boys or, conversely, to be girls. This is only considered if it proves impossible to find a suitable mix of cases and if the trainee has substantial experience of the other gender in non-intensive work.

One case is expected to be in treatment for two years and two cases for a minimum of one year each. In practice, the period of treatment may be longer as determined by the clinical indications in each case.

Trainees may not be able to commence intensive training cases at the very start of the training. The minimum requirements for commencing intensive work are:

- the student has completed one year of personal psychoanalysis
- the course tutors and service supervisor agree that the trainee is ready to undertake intensive psychoanalytic work.
- the student’s psychoanalyst/psychotherapist has been contacted for his/her view.

Each case will be supervised by a different intensive-case supervisor for at least one year. Supervision is on a weekly basis. The two year case will be supervised for two years but after one year the frequency of supervision may be changed to fortnightly if appropriate.
ii. Non-Intensive Cases
In addition to intensive work, students are required to treat children and adolescents on a less intensive basis, once or twice weekly. Generally, the experience will be of at least six such cases and each treatment should last a minimum of one year.

iii. Parent Work
A parent or parental couple, whose child may or may not be in therapy, must be seen for at least one year. If more than one such case is undertaken, this may replace one of the required non-intensive child cases.

iv. Other Clinical Experience
Psychotherapy with a family, or group therapy with children or adolescents, is encouraged. An experience with a family or group may replace one of the required non-intensive cases as appropriate.

Students are expected to gain experience of the following:

- brief psychotherapeutic work
- co-work with colleagues from other clinical and non-clinical disciplines
- assessment of children and adolescents for psychotherapy
- generic assessment work; initial meetings with families etc.

The total experience in intensive and non-intensive work must include varying ages, both sexes and a range of clinical presentations and levels of disturbance.

Towards the end of the training period, students are expected to develop skills in consulting to other members of the professional network and may undertake some form of teaching-role under supervision.

PERSONAL PSYCHOANALYSIS
Personal psychoanalysis makes a central contribution to the trainee’s growth and development as a Child and Adolescent Psychotherapist. It enables trainees to further their awareness, understanding and tolerance of unknown parts of their personality and enhances their sensitivity and capacity to reflect on their cases. During clinical training, students are expected to have a minimum of four, and where possible five, sessions of analysis per week. The school will assist trainees in finding a psychoanalyst but the process of psychoanalysis is kept as separate from the training as possible.

Trainees have to balance the requirement to attend regular psychoanalysis with the demands of their employment and the need to complete all of the clinical training requirements within the period of the training. Trainees often attend psychoanalytic sessions outside clinic working hours. With the agreement of their service supervisor and
trust there may be some flexibility around the hours of work in the clinic to enable trainees to attend psychoanalysis, particularly where extensive travel is involved.

4. Employment and Funding Arrangements

All of the NHS funding for child psychotherapy trainees in the north of England is managed by NSCAP. The school provides the trusts with funding to cover the trainee’s salary and other agreed expenses, and reimburses the costs of trainee’s psychoanalysis direct to the trainee, up to an agreed maximum (NB in some cases, the reimbursement may not cover the full cost of the trainee’s analysis fees).

Clinical trainees are employed full-time by the NHS trust with which they are based during the period of their training. They are employed on a fixed term contract (for training purposes) that is dependent on their satisfactory progress as a trainee with NSCAP. If the training with NSCAP is ended, for whatever reason, the contract of employment with the trust is terminated. The period of training is four years and funding is only provided for that period (for part-time training option, see p6). The funding provided by NSCAP covers the following items:

TRAINING SALARY

The school will fund salary costs to the employing Trust including “on-costs” such as NI and pension contributions. The Agenda for Change salary level for the Trainee Child and Adolescent Psychotherapists is Band 6 Points 21 to 24 (April 2017 Pay Circular). Trainees’ salaries rise incrementally through these points subject to satisfactory progress in the training.

<table>
<thead>
<tr>
<th>Year of Training</th>
<th>Point on Band 6</th>
<th>Pay 2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21</td>
<td>£26,565</td>
</tr>
<tr>
<td>2</td>
<td>22</td>
<td>£27,635</td>
</tr>
<tr>
<td>3</td>
<td>23</td>
<td>£28,746</td>
</tr>
<tr>
<td>4</td>
<td>24</td>
<td>£29,626</td>
</tr>
</tbody>
</table>

TRAVEL EXPENSES

The Trainee’s necessary costs in attending lectures, psychoanalysis and supervision will be reimbursed via the Trust. Trainees will submit claims in the normal way to their Trust which will make payment to the Trainee and then reclaim the costs from NSCAP. Trainee’s travel expenses should be paid at the agreed NHS Agenda for Change rate and should not include travel from home to their place of employment. Therefore, where the Trainee travels to psychoanalysis or other training activity on the way to or from their place of employment, they should only be reimbursed for the costs of additional mileage over and above that which they would otherwise have incurred by travelling directly to and from work and home.
PERSONAL PSYCHOANALYSIS
The costs of four to five times weekly personal psychoanalysis will be reimbursed up to a maximum amount that will be set by the school. This is currently £7,500 per annum. Reimbursement up to this limit is paid directly to the trainee who is then responsible for negotiating the psychoanalytic contract and paying the fee to the psychoanalyst. In some circumstances the fee charged by the psychoanalyst to the trainee may exceed the maximum reimbursement from NSCAP. Trainees should be aware that they would have to personally fund anything over the current limit.

PART-TIME TRAINING OPTION
In certain specific circumstances it may be possible for trainees to undertake the clinical training in child psychotherapy on a part-time basis (0.8 wte).

The nature of child psychotherapy training as it is funded and delivered by NSCAP and elsewhere in the NHS is that full-time training is the norm. The requirements of the training mean that being in a full-time clinical placement throughout the training period is the optimum way of completing the requirements. Where part-time training is considered it will be with the knowledge that this will have to take place within a framework that is orientated towards the full-time trainee and that this will have consequences for the part-time trainee. Given that the full-time training is already four years long, completing it part-time – which will take five years – will be an option that is only offered to a very small number of students where it is felt their circumstances require it and where both the school and the service offering the placement agree they are able to support a part-time trainee.

The arrangements for part-time training are summarised as follows:

- Employment would be on the basis of 0.8 wte. Trainees would be paid at 0.8 of the agreed full-time trainees’ salary.

- One day per week would be spent in Leeds for seminars. It is still necessary for the trainee to have additional protected time for research work. If ½ day a week is not possible because of other commitments, alternative time will need to be found.

- The remaining time would be spent in the CAMHS team undertaking clinical work. The reduced hours could be split over 3 full days allowing one day off per week, or over four shorter days allowing greater flexibility on those days.

- Attendance at personal psychoanalysis would be at least four times per week in the same way as full-time trainees. It would be for the trainee to negotiate with their psychoanalyst suitable times that allow them to fit in the training and work placement hours and trainees would have to fit in these psychoanalytic sessions in addition to their minimum work and training hours.

- The maximum annual allowance for reimbursement of psychoanalytic fees is based on the normal training period of four years. Part-time training will extend this period to five years.
Applicants wishing to be considered for part-time training should indicate this in the personal statement section of their application and set out the reasons why they wish to undertake the training in this way. Successful candidates will apply for NHS training posts alongside full-time trainees and commencement of the training will be dependent on the candidate securing a training place with a trust that is willing to support a part-time placement.

5. Entry Requirements

NSCAP wishes to encourage applications from people with a diverse range of professional backgrounds; and from all sections of society. Where individuals do not currently meet our eligibility criteria our approach will be to help them to address their needs so that they are able to apply in future years. Please talk to us if you are unsure about the requirements or have a specific development need that we can support.

The pre-training qualifications of each trainee must be approved by the Membership Committee of the Training Council of the ACP.

ENTRY CRITERIA

1. Academic requirements – child psychotherapy is a graduate entry profession. Candidates who have an Honours Degree are required to complete a recognised pre-clinical course (see point 3 below) to at least PG Diploma level. Candidates who do not have an Honours Degree must complete the pre-clinical course to Masters Degree level.

2. Work experience – Trainees are required to have substantial experience of working with children and adolescents of varying ages. This experience may have been gained in a number of settings; including health, education and social care.

3. Pre-clinical studies – Before commencing the clinical training students must have completed a course of study in psychoanalytic observational studies leading to a Postgraduate Diploma/MA or equivalent qualification. As under point 1 above, students who do not already have an Honours Degree will need to achieve a Masters Degree qualification in the pre-clinical course in order to be eligible to apply for the training.

The pre-clinical course in observational studies is offered by many training schools throughout the country. The content and syllabus of the course varies between institutions. Applicants who have completed one of the courses held in Liverpool, Leeds or Newcastle will have completed all the required elements. Applicants who have undertaken the course at another training establishment are welcome to apply to NSCAP but may have to complete additional requirements prior to acceptance.

4. Personal suitability – Whilst completion of the course in psychoanalytic observational studies is a pre-requisite for application to the clinical training, this does not in itself guarantee that applications will be successful. The decision of the training school includes an assessment of whether it is considered that individuals are personally
suitable to undertake a training in psychoanalytic work with children and young people.

In considering the appropriateness of applying for training in child psychotherapy it is important that students discuss this initially with their observation course tutor. The observation course provides an opportunity for assessment of suitability for working in psychotherapy and NSCAP will ask for a composite reference from course tutors when considering applications.

5. **Personal psychoanalysis** – It is not a requirement for applicants to have had psychoanalysis or psychoanalytic psychotherapy during the pre-clinical course. However, as psychoanalysis is an essential component of the clinical training, applicants are strongly advised to have one or more consultations with a training psychoanalyst or psychoanalytic psychotherapist recognised by NSCAP and the ACP as part of the process of considering whether they wish to apply to undertake the training. This will help potential trainees understand something of the process of personal psychoanalysis and enable them to make a more informed decision about whether they are ready to apply.

**APPLICANTS FROM OUTSIDE THE REGION**

Individuals not living in the regions covered by the HEEs that fund NSCAP, may apply to NSCAP for training. They may then apply for a training place with a CAMH service in the region, which would be funded via NSCAP or, alternatively, it may be possible for trainees to be based within a service outside the region to receive funding from their local trust allowing them work in a local CAMH service and receive child psychotherapy training from NSCAP.

6. **Process for Selecting Trainees and Filling Training Posts**

The application process is in two distinct parts. Firstly, candidates will make an online application to be accepted as a trainee with NSCAP. Applicants are shortlisted and invited for a two-stage interview process at NSCAP. The school is required to submit the details of all selected trainees to the Membership Committee of the Association of Child Psychotherapists who will consider whether their qualifications and experience meet the criteria set out above. **Full details of the application process to NSCAP for 2018 are contained in Appendix A.**

Secondly, the candidates accepted by NSCAP will apply to one or more of the NHS Trusts in the northern region that have been accredited by the school as providers of clinical training posts in child and adolescent psychotherapy. **Interviews take place in June. The Trusts interview the trainees and make a selection of those candidates thought to be appointable to the post.** The key aspects of the process of selection by Trusts and associated timescales are as follows:

1. The availability of accredited trainee child psychotherapy posts in any particular year is revised annually. It is therefore not possible to publish a definitive list of places in advance of applications to the training in January. Applicants selected for the training
will receive formal notification of the available training posts by the end of April each year.

The school will advise trainees on which posts are most likely to meet their needs and be a manageable location for them to combine clinical practice, training and psychoanalysis. The aim is for trainees to have a choice of NHS trusts to apply to for their clinical training. There is an information evening in May in which applicants will be given advice on trust interviews and dates for preliminary visits to trusts. When a trainee makes an application to a trust, this indicates that he or she is able and willing to take up a place there.

2. Applications are made directly to trusts during May and the interviews take place in a three week period in June. Trusts inform NSCAP of all candidates they would be willing to appoint. An ‘Offer of Place’ meeting takes place at the end of June at NSCAP which supervisors from host trusts are invited to attend along with members of the Clinical Training Group. Decisions are made at this meeting as to which trainee is placed in which of the host trusts, maximising the possibility that all posts for the academic year are filled. Trainees are then informed of the decision as to where they will be placed. Trainees are then invited to become student members of the ACP. Membership of the ACP is required before the trainee can commence employment in the NHS as a trainee child and adolescent psychotherapist.

3. It is possible that individual trainees may be unable to secure a suitable training placement with an NHS Trust in the year of their initial application, particularly if there is competition for posts in a particular geographic area. If this happens trainees have the option of deferring their training place with NSCAP until the following year.

A timeline of the application process is provided at Appendix B.

Further Information
If you require any additional information about any aspects of these Guidelines please contact the Director of Clinical Training of the Northern School of Child and Adolescent Psychotherapy:

Dr Janet Shaw
Director of Clinical Training
0113 855 8750
PROCESS OF APPLICATION TO NSCAP AS A CLINICAL TRAINEE

The closing date for applications is 31st January 2018.

Applicants will make an online application to be accepted as a clinical trainee to NSCAP. The link for application can be found on the clinical training page on the NSCAP website http://www.nscap.org.uk/content/child-and-adolescent-psychotherapy.

Please refer to the Application Guide when completing the online application.

Information required for the online application:

1. You will need to provide details of two people who can be contacted for references. One should be the current employer. Please bear in mind that your online application will not be submitted to us electronically until one of your referees has provided a reference.

NSCAP will contact the Organising Tutor of the relevant Observational Studies course in all cases.

2. You will need to upload a completed ACP Form (form downloadable from within the online application)

3. You are required to upload the following papers from the pre-clinical training:
   - Infant Observation paper
   - Work Discussion paper
   - Child Development Research essay
   - One Psychoanalytic Theory essay

*Students who are in the final year of the observation course and who may not have completed all of the required papers should submit with the application all those papers that are available and then submit the remaining papers as soon as they are completed. If this is the case please enclose a summary of the main themes you intend to explore in your Infant Observation & Work Discussion papers (approx 1500-2000 words each).

4. Personal statement – upload a personal statement to the relevant section of the online application.

5. Enhanced Disclosure from the Disclosure and Barring Service – provide your certificate number of your most recent enhanced DBS.

On completion of the electronic application form, please email Amy Deakes (amy.deakes@nhs.net) to confirm submission.
In addition to the information required for the online application, please submit the following directly to Amy Deakes amy.deakes@nhs.net

1. One electronic photograph.

2. Evidence of graduate status. The original of a valid degree certificate must be seen by a member of NSCAP staff who will make a copy and sign it to say they have seen the original. Copies will not be accepted.

   * Students who require the award of the Masters degree in Psychoanalytic Observational Studies in order to meet the graduate requirement should state so clearly in their personal statement. Students in this position who meet the other requirements for acceptance onto the training will be given the status of provisional trainee subject to successful award of the Masters.

3. The original of an Enhanced Disclosure from the Disclosure and Barring Service. Must be seen by a member of NSCAP staff who will make a copy and sign it to say they have seen the original. Copies will not be accepted. Current observation course students should already be in possession of Enhanced Disclosure.

N.B. Applications will not be accepted without all of the required elements including points 2 and 3. It is the applicant’s responsibility to ensure that these are sent, or seen, by the closing date.

INTERVIEWS

Submitted applications will be considered by the Training Group to determine whether candidates should be short-listed for interview. Short-listed candidates will be invited for interview by early March. The interview is a two-stage process. Interview A is an opportunity to reflect on the decision to apply for the Clinical Training, and Interview B is an exploration of the applicant’s learning and work experience. Interviews take place on different days with different members of the Training Group.

The successful candidates will be formally notified that they have been accepted as Trainee Child and Adolescent Psychotherapists with NSCAP by the end of March.

Unsuccessful candidates will be offered a follow-up meeting with one of the interviewers and given advice and support on areas of development that could allow them to make an application in future years. Where additional elements of the pre-clinical course need to be completed this could be arranged at one of the three centres in the north.
SUPPORTING INFORMATION

Supporting information should be sent by the closing date to:

Amy Deakes
Academic Services Officer
Northern School of Child and Adolescent Psychotherapy
Bevan House
34-36 Springwell Road
Leeds
LS12 1AW

Tel: 0113 855 8750
Email: nscap.lypft@nhs.net
Timeline of Application Process for NSCAP Trainees 2018

**January**
- Applications to NSCAP submitted by 31st Jan

**February**
- NSCAP Short-listing early Feb
- Interviews late Feb/early March

**March**
- Selection Meeting 22nd March
- Successful candidates notified by 31st March
- Details of trainees sent to ACP Membership Committee

**April**
- Notification of available NHS training posts by 1st May
- Trainee information evening on May 10th
- Preliminary visits to Trusts by trainees

**May**
- Trainees apply directly to NHS Trusts in May

**June**
- Trainees interviewed by Trusts between 1st and 14th June
- ‘Offer of Place’ conference takes place on 15th June
- Trainees unsuccessful in obtaining NHS post defer to following year

**July**
- NHS Trusts offer places to trainees

**Sept**
- Training commences