



Integrity

Compassion

Fidelity

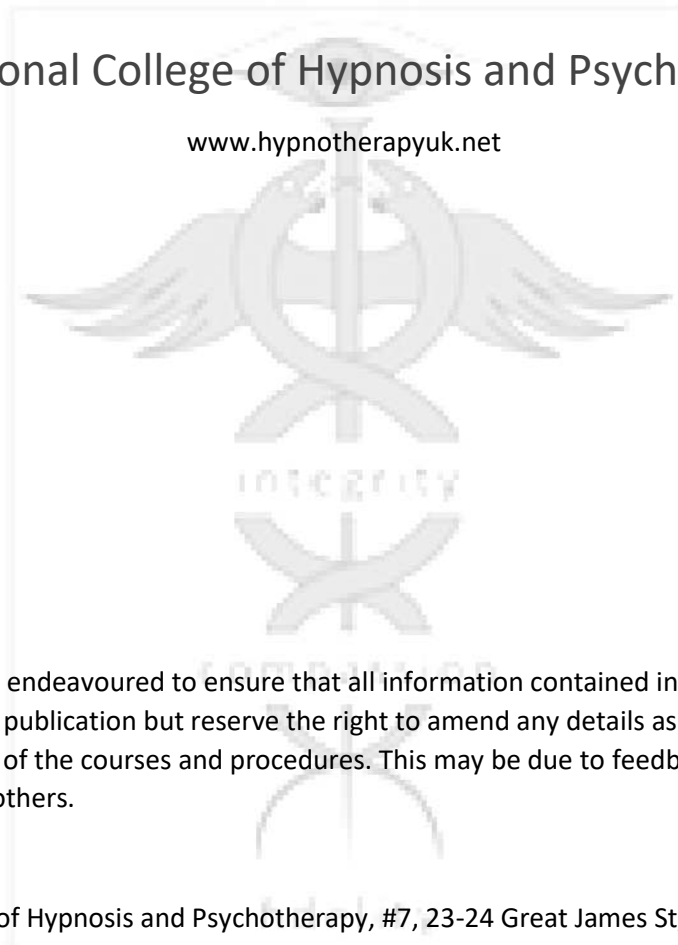
Prospectus

2019



The National College of Hypnosis and Psychotherapy

www.hypnotherapyuk.net



Disclaimer: NCHP has endeavoured to ensure that all information contained in this handbook was correct at the time of publication but reserve the right to amend any details as part of an ongoing process of evaluation of the courses and procedures. This may be due to feedback from students, regulatory bodies or others.

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Please see p41 for biographies

Is this the career for you?

Being a Hypnotherapist/Hypno-psychotherapist can give you:

- **freedom:** if you set up in private practice you will be your own boss. You can choose your own hours and build your schedule around any other commitments. Many therapists work from home which gives great flexibility.
- **fulfilment:** helping others to make crucial and significant improvements to their lives feels wonderful!
- **recognition:** being part of a well-regarded profession brings status and respect. However, do expect some to make silly comments about “hypnosis” (eg quoting from Little Britain, even after all this time!)
- **connection:** the National College is a family that you can be a part of. You are not on your own either during training or throughout your career.
- **an enjoyable challenge:** the training is not easy, but what worthwhile endeavour is? And client work isn't easy too: people are complex, but fascinating. You will never be bored!
- **financial rewards:** even if you just saw 10 clients per week and charged £50, that gives an income of £26,000 per annum. Some therapists see 35 or more clients per week!
- **more personal insight:** you will almost certainly find out more about yourself as you go through the course, and when in practice. You will have the opportunity to resolve your own issues and to make the most of all the choices available to you in life.

What are the downsides?

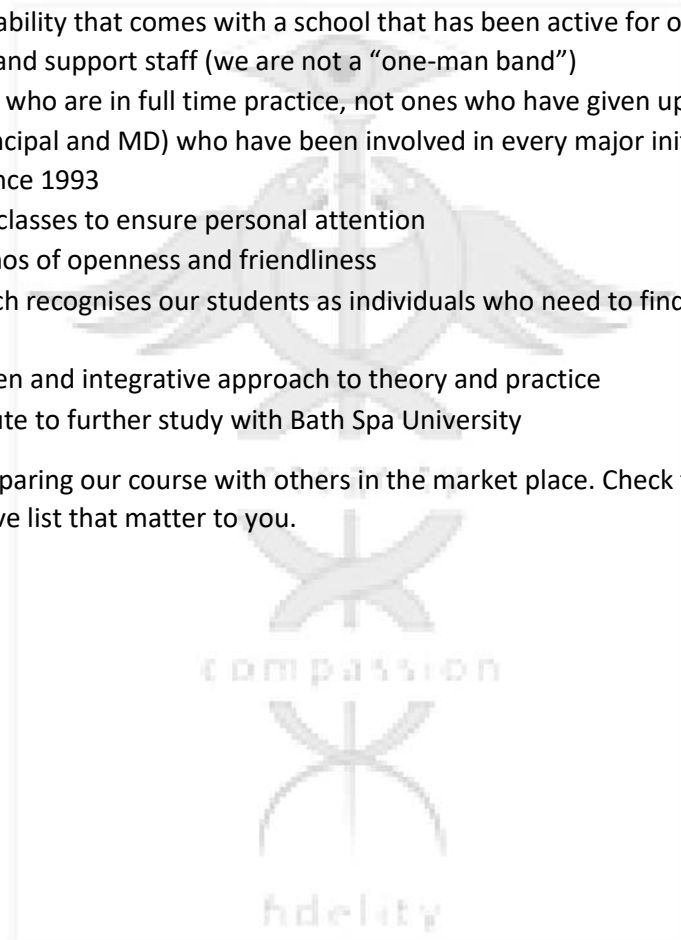
- If you set up in private practice you have to create your own structure in life: if you are used to employment this can take a little getting used to!
- Again, if you are in private practice you need to get your own clients. They do not appear by magic, but we give you help on how to do this, and there is continued support as you set up your practice.

Is this the course for you?

If the following factors are important to you then our course may be right for you (but read through the whole prospectus and ask any questions to make sure: this is an important decision!):

- having the highest level of accreditation available
- a thorough training in theory and practice
- a course designed to build confidence in practice as well as competence
- high levels of support
- a national network of centres so that you can choose your venue and, if you like, visit different centres to experience different tutors to gain different perspectives
- having the stability that comes with a school that has been active for over 40 years and with many tutors and support staff (we are not a “one-man band”)
- having tutors who are in full time practice, not ones who have given up practice to teach
- staff (the Principal and MD) who have been involved in every major initiative in the profession since 1993
- having small classes to ensure personal attention
- having an ethos of openness and friendliness
- a course which recognises our students as individuals who need to find their own style of working
- having an open and integrative approach to theory and practice
- offering a route to further study with Bath Spa University

You may well be comparing our course with others in the market place. Check that they meet those criteria from the above list that matter to you.



Introduction

The National College of Hypnosis and Psychotherapy was founded in 1977 and is externally accredited by the United Kingdom Council for Psychotherapy, the European Association of Hypno-Psychotherapy and the National Council for Hypnotherapy

Our principal is Shaun Brookhouse MA, PGCert(ClinSup), CertEd, ADHP(NC), DPC, FNSHP&M(Hon), MBACP, UKCP

Courses are held at venues in London, Oxford, Manchester, Leicester, and Sydney, Australia at the time of writing. Various venues are used for Continuing Professional Development (CPD).

Information included in this prospectus is applicable from October 2017, until superseded.

The prospectus is designed to give you all the information that you need in order to determine whether the National College route is right for you. If you need further information or would like to talk to us, please feel free to email or phone.

Hypno-psychotherapy can be a wonderful career in a world where there is ever increasing pressure on people, coupled with a reluctance to find quick fixes in the form of pills. So many people suffer from a huge range of conditions that you will be able to work with: this training is designed to enable you to work effectively with your clients and as a consequence find fulfilment in your professional life!

Reason No.1

We are 100% committed to the highest standards of training so that you are fully prepared for the challenges of professional practice

Reason No.2

National College is the only UK training organisation which is authorized to offer the European Certificate of Clinical Hypnosis

The Aims of the National College

To impart to student members a sound and thorough knowledge of hypnosis and to train them in methods of inducing and managing the hypnotic state.

To give student members who wish to establish a successful practice a sound and thorough knowledge of hypno-psychotherapy, and other branches of psychotherapy.

To provide a programme of Continuing Professional Development whereby established practitioners can keep abreast of the latest techniques and developments within their own area of specialisation, and in related spheres of therapy.

To provide an opportunity for trained and competent students to become members of a professional association comprising only those practitioners who have achieved a similar standard.

To enrol mature, motivated individuals as student members of the National College of Hypnosis and Psychotherapy so that after a thorough training they will be able to enhance the profession of hypno-psychotherapy.



Prof. Ray Iles presenting at our Annual Conference

What is Hypno-Psychotherapy?

A brief history

Unlike most comparable therapies, hypno-psychotherapy measures its history not in years or decades but in centuries. The usually acknowledged forerunner of the modern use of hypnosis, Franz Mesmer (1734-1815), believed in the existence of a universal fluid, an imbalance of which caused illness. However, Mesmer's contemporaries attributed his undoubted successes to his manipulation of a patient's imagination. During the 19th century, this theme was followed by several doctors who used hypnosis successfully, not only to treat psychological illness but also as an anaesthetic for surgical operations.

Although the development of chemical anaesthetics displaced the use of hypnosis in surgery, and Freud's use of psycho-analysis began to displace it in psychotherapy, the benefits and uses of hypnopsychotherapy are such that it remains a popular and adaptive form of therapy.

What is the difference between Hypnotherapy and Hypno-Psychotherapy?

Hypnotherapy is the clinical application of hypnosis to assist clients to resolve problems arising from habits, maladaptive behaviours, pain (under medical supervision) and psychosomatic medical conditions. It can also be used to assist clients in maximising potential in settings such as work and sport. At the time of writing hypnotherapy has developed a system of Voluntary Self-Regulation through the Complementary and Natural Healthcare Council and as such hypnotherapists will be trained to a minimum of a level 4 NVQ equivalent standard. Hypnotherapists are not trained to deal with deep psychological issues or psychiatric illness.

Psychotherapy is defined by UKCP (2009) as a process "to help clients gain insight into their difficulties or distress, establish a greater understanding of their motivation, and enable them to find more appropriate ways of coping or bring about changes in their thinking and behaviour. Psychotherapy involves exploring feelings, beliefs, thoughts and relevant events, sometimes from childhood and personal history, in a structured way."

Hypno-psychotherapy is the clinical application of hypnosis to enhance psychotherapeutic interventions. Hypno-psychotherapists should be trained at master's level and are trained to deal with deep psychological issues and psychiatric illness.

The National College course meets the requirements for Hypno-psychotherapy, but also encompasses all that you need in order to be a Hypnotherapist. In other words, we consider hypnotherapy to be a subset of Hypno-psychotherapy. It may be that you are satisfied with the label Hypnotherapist and do not want to continue your studies through to UKCP registration. That is a valid choice and we will support you in your choice just as we would support you if you did continue.

If you make this choice you can always change your mind later and pick up your studies once more!

What is Hypno-Psychotherapy? Cont...

Hypnotherapy obtained regulation through the Complementary and Natural Healthcare Council in Dec 2010: you will be able to register on completion of the certificate course.

A safe form of therapy

In the right hands, hypno-psychotherapy is a safe and beneficial therapy. The National College will teach students how to take a client's full medical, emotional and social history before deciding on a treatment strategy. There are some instances where the use of hypnosis is not recommended, or where it should only be used with care. A competent hypno-psychotherapist will be aware of such contraindications and may recommend an alternative form of psychotherapy or modify their technique.

What the public are looking for

These days, the general public is ever more aware of what should be expected from a complementary medicine or psychotherapy practitioner. When they are looking for a reputable hypno-psychotherapist people will, increasingly, need to be assured that the practitioner has completed an accredited training and belongs to a recognised professional association which requires members to adhere to a Code of Ethics and carry appropriate insurance. The informed potential client will know that a well-regulated professional body should have a complaints procedure and will require members to be in ongoing supervision.

The trainings available

There is, currently, a wide range of hypnotherapy trainings available. These vary from correspondence courses, at one end of the continuum, through hypnotherapy trainings (of varying standards) through to thorough, integrated trainings in hypno-psychotherapy, with comprehensive coverage of the fundamentals of hypnotherapeutic techniques and various types of psychotherapeutic approach such as Adlerian, Cognitive Behaviour Therapy, Ericksonian, Freudian, Gestalt, Rogerian and, to a lesser degree existentialism, Transactional Analysis and transpersonal. A good quality training will be externally accredited and recognised by one of the major independent bodies. The National College provides training which falls within this latter category.

Reason No.3

All National College tutors are fulltime practitioners, not those who have given up practice to teach. Therefore, their input is always current and relevant to your training.

Reason No.4

Your tutor will demonstrate all techniques for you, and you will have lots of opportunity to practice. Therefore, when you qualify you will have confidence!

Accreditations and Affiliations

The National College is externally accredited by the following institutions, and only after rigorous on-site inspection:

The European Association for Hypno-Psychotherapy (see p39)

The UK Council for Psychotherapy (see p30 and p39)

The National Council for Hypnotherapy (see p16)

The National College is a recognised training faculty for the British Register of Complementary Practitioners (Hypnotherapy), which was established by the Institute for Complementary and Natural Medicine, London, at our initiative.

The National College is an approved training organisation for:

Holistic Resources and IBS (Irritable Bowel Syndrome) Network Complementary Health Trust (CHT), formerly Immune Development Trust (IDT)

We also have accreditation with the Australian Hypnotherapy Association and the Australian Society of Clinical Hypnotherapists.

On completion of the Certificate level students can become members of the National Society of Hypnosis, Psychotherapy and Mindfulness (see p16) and hence be eligible for inclusion on the Complementary and Natural Healthcare Council's Register of Hypnotherapists.



Practical training means you experience both sides of the process.... so relaxing!

General Philosophy

The National College looks to recruit mature individuals who are suitably qualified and motivated. Some experience of the world, and its ways, may usefully preface almost any course of higher education and subsequent career or career change. Such maturity may help ensure greater objectivity in choices with, consequently, more fulfilling outcomes.

Perhaps this is particularly true in the case of psychotherapy. Remorselessly following a conventional route - school, college/university/professional training - may produce a relatively youthful academic, trained at great expense, having little in common with, or even alienated from, the majority of the population. To see a return against such a therapist's substantial investment in time and money, there may be a temptation to offer lengthy and expensive therapy to the wealthy. Our course structure reflects this concern. Trainees do not pay in advance for the whole course (which can cause financial distress and difficulties should they subsequently wish to withdraw), but are able to budget by paying for the course stage by stage or weekend by weekend.

The National College of Hypnosis and Psychotherapy has been offering respected, evidenced based and accredited training in clinical hypnosis/hypnotherapy and hypno-psychotherapy since 1977. This makes the National College one of the longest established and most respected hypnotherapy/hypno-psychotherapy training institutes in the world.

Because most of us are, at best, of modest means (which circumstance may, itself, cause or aggravate psychological distress), we need access to a popular therapy. This therapy should be non-dogmatic, comparatively short in duration, but with a long history of successful application. Its practitioners should be "pups" - pragmatic, utilitarian psychotherapists trained to the high standards which typify graduates of the National College.

This eclectic cum integrative approach to training is prompted by practical and theoretical considerations indicative of the likely direction of psychotherapy in days to come. Whilst respecting all legitimate psychotherapeutic models, the National College believes that to adopt a single model presents problems. When central concepts of any particular model are challenged, even by "insiders", a dilemma is faced by its adherents. They may choose to disregard the challenge, or adapt to the new thinking. Either route is open to criticism, and likely to lead to sterile in-fighting. A further possible weakness of the single model approach is that it requires clients to be existing believers in, or effective converts to, that model. For example, there would be little point in a client who does not believe in the concept of the "unconscious" consulting a psychotherapist whose entire practice is built upon that concept, and the converse would apply. In either instance, an approach to a National College graduate should result in a flexible response, where the client's view is paramount, not the therapist's. Given the constraints of time and money within the National Health Service, it is not surprising that the eclectic model is amongst those finding favour. "...It is informed by more than one theoretical framework ... and constitutes a large proportion of the work undertaken in the NHS..." [NHS Executive (1996) NHS Psychotherapy Services in England, Summary of Strategic Policy, Department of Health]

General Philosophy Cont...

These are some of the considerations which have prompted the National College's approach to training, whether the potential graduate hopes to work in the public or private sector, or some combination of the two.

Reason No.5

The National College course leads to registration with the UK Council for Psychotherapy the primary professional body for psychotherapy in the UK.

Reason No.6

We believe in creating a friendly learning environment in which students feel safe to express themselves and learn while building supportive peer relationships with fellow students.



The Principal - Shaun Brookhouse

Shaun Brookhouse began his hypnotherapy practice in 1989 and has been in continual full-time practice ever since. Shaun provides both therapeutic services as well as clinical supervision.

He earned Graduateship Diploma (First Degree Equivalent) in Counselling and Hypnotherapy from the City and Guilds Institute of London, a Master's Degree in Education Studies (Researching the development of training in Hypnotherapy 1971-1998), Liverpool John Moores University, a Post Graduate Certificate in Clinical Supervision from the University of Derby, and a CertEd from Manchester University in which the assessment was based in part on the course he designed in clinical hypnosis



Shaun is the UK's second recipient of the European Certificate in Clinical Hypnosis (ECCH) and also holds the European Certificate of Psychotherapy (ECP) and the World Certificate of Psychotherapy (WCPC). Shaun has been UK Council for Psychotherapy registered since 1996 and was a former Hypno-Psychotherapy Section delegate, Section Chair, an Ordinary Member of the UKCP governing board and finally a member of the Board of Trustees. Additionally, in 2010, he was elected to the position of Chair of the European Association for Hypno-Psychotherapy.

He is also the co-author of Motivational Hypnotism (ISBN 0-9544604-1-3) Building a Successful and Ethical Therapy Practice (ISBN 0-9544604-0-5) and Hypnotic Coaching (ISBN 0-9544604-1-3). Shaun has lectured on the subject of Hypno-Psychotherapy on 4 continents. In 2017, he earned his Diploma in Psychotherapeutic Counselling and was admitted to the UKCP Psychotherapeutic Counselling Register and was granted membership of BACP

Shaun has received the following awards for his work for the world-wide profession:

- Rexford L North Memorial Trophy, The National Guild of Hypnotists, USA (2004)
- Hartland Memorial Award, National Council for Hypnotherapy (2005)
- International Visionary Award, National Guild of Hypnotists(2005)
- Ormond McGill Chair, National Guild of Hypnotists (2006)
- Highly Commended Award for Outstanding Contribution of Complementary Medicine (2013)
- Hypnosis Journalism Award, The National Guild of Hypnotists (2003)
- Pioneer Award, American Council of Hypnotist Examiners (2003)
- Honorary Service Award, International Medical and Dental Hypnotherapy Association, USA (1995)
- Hypnosis Research Award, American Association of Professional Hypnotherapists (1997)
- Special Commendation Award, Centre Association of Psychotherapists (1998)

Future Legislation

A point which should concern anybody contemplating a course of study leading to entry to our profession is the issue of possible future legislation. At present, anybody may offer services to the British public as, for example, a "Consultant Hypno-psychotherapist". Such people may not have undergone specific training and are might not belong to an appropriate professional organisation. This state of affairs causes doubts in the minds of the public about the credibility of all practitioners, genuine or otherwise. It is, therefore, in our interests, as well as in the interests of the general public, to involve ourselves with any attempts to legislate in this area. To this end, we are founder members of the former UK Standing Conference for Psychotherapy, now the UK Council for Psychotherapy (UKCP), and provided the initiative behind the creation of the UK Confederation of Hypnotherapy Organisations which worked towards getting regulation with the Complementary and Natural Healthcare Council (CNHC). Similarly, we maintain contacts with other individuals and organisations who, like we, are concerned to ensure that our profession is directly involved and consulted in framing any legislation relating to, say, training and registration in the UK and abroad. Hence our connection with the European Association for Psychotherapy and the European Association for Hypno- Psychotherapy, for instance.

The coalition Government (elected in 2010) announced that it was abandoning the previous Government's plans to introduce statutory regulation of psychotherapy in early 2011. They then gave authority to the Professional Standards Authority to regulate a range of health professions on a voluntary basis. Both UKCP and CNHC have this status and thus we and our students do too.

The National College is well placed to play its part in promoting students' interests in the face of any impending legislation if the situation were to change. The National College course blends practical and theoretical input, taught by experienced therapists, a student's progress throughout the various stages being tested by a variety of conventional academic means (with help in acquiring, or reacquiring, the necessary academic skills being provided in the programme). During, and upon completion of training, students have the opportunity to expand or update their knowledge through the Continuing Professional Development scheme and have access to ongoing clinical supervision.

Reason No.7

All our tutors are experienced teachers or trainers, as well as being, themselves, National College trained and experienced therapists.

Reason No.8

Support from a long established well-staffed organisation throughout not only your training but also your whole career!

The National Society of Hypnosis, Psychotherapy and Mindfulness

All persons enrolled on National College courses at Stages One or Two are automatically student members of the National Society of Hypnosis, Psychotherapy and Mindfulness. All persons holding the National College Certificate in Hypno- Psychotherapy may apply to be members, and holders of the Advanced Diploma in Hypno- Psychotherapy may apply to be fellows of the NSHP&M. NB students on the UKCP pathway must belong.

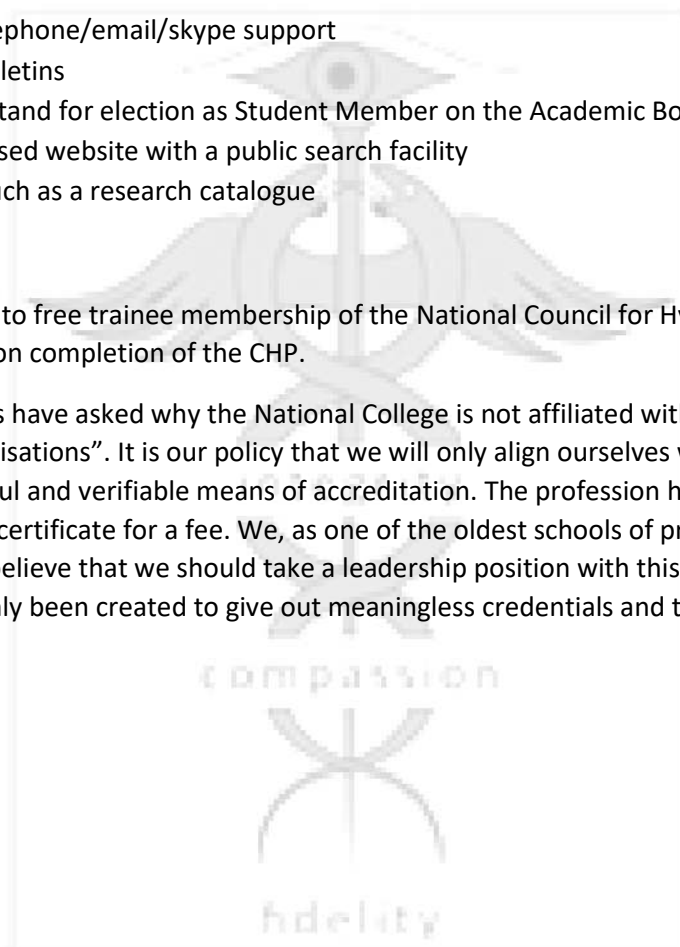
Benefits for students:

- Access to telephone/email/skype support
- Monthly ebulletins
- Eligibility to stand for election as Student Member on the Academic Board
- A well optimised website with a public search facility
- Resources, such as a research catalogue

The NCH

Students are entitled to free trainee membership of the National Council for Hypnotherapy, and may join as full members on completion of the CHP.

Note: some enquirers have asked why the National College is not affiliated with certain “hypnotherapy organisations”. It is our policy that we will only align ourselves with organisations which have meaningful and verifiable means of accreditation. The profession has many organisations which will give you a certificate for a fee. We, as one of the oldest schools of professional hypnosis and psychotherapy, believe that we should take a leadership position with this and not support bodies which have only been created to give out meaningless credentials and to turn a profit for their owners.



Our Professional Reputation

Before engaging in any programme of training you owe it to yourself to be selective in deciding to whom that training is to be entrusted. Even if you propose to study only for general interest, your time, money and effort should be well-spent. Where the intended outcome is to obtain professional status within a profession serving the general public in ever greater numbers, your entire future career may well depend upon this one decision. (Whilst it is hoped that our arguments will influence your decision in favour of the National College, our position, of course, is not disinterested. However, you need not rely solely upon our assessment of the National College's)

Most important of all, perhaps, are the views of the National College expressed by non-partisan, but specialist authorities. The fact of our United Kingdom Council for Psychotherapy accreditation and the recognition of our training standards by the Open University, speak for themselves; they should confirm that you need not rely only on our assurance of the quality of the service we offer to prospective therapists and, through them, the public at large.

We have trained ethical Hypno-Psychotherapists since 1977 and as such are one of the oldest and most respected institutions for this type of training anywhere in the world!

Students from all walks of life

Regardless of your present occupation, the fact that you have requested a copy of our Prospectus indicates that you have an interest in our specialist field, and would possibly like to pursue a career built around it. Our training may satisfy a general interest or lead to your establishing a successful and lucrative practice.

Study facilities are flexible, most trainees pursuing a fulltime occupation whilst studying with us on a part time basis.

Please take the trouble to read this Prospectus thoroughly. Should you meet one or other of the entry requirements, complete the Enrolment/Application Forms and return them today. Details of our forthcoming Stage One courses can be found on our website <https://hypnotherapyuk.net/course-dates-and-fees/>.

Do not hesitate to contact us should you require further information on any aspect of our work.

Reason No.9

We actively enforce all our policies: they are not just there for show, they are integral to the College and our philosophy of ethical practice

Reason No.10

We encourage students to ask questions or make comments about the training at any stage and will do our best to meet your needs.

National College Courses Explained

The National College courses are structured in accordance with the needs of three groups of people. These are:

- a) People who wish to embark on a new career in hypno-psychotherapy, and require a recognized training to assist them to achieve their goal.
- b) People who wish to add hypno-psychotherapy skills to their existing role.
- c) People who, although not wishing to enter practice, may wish to pursue their serious interest in the subject within the context of a recognised training programme.

Two further considerations have influenced the structure of the training: The Academic Board is aware that many applicants, although having an interest in hypno-psychotherapy, have little experience in its use.

Many applicants, although being able to meet the educational standards required to gain enrolment, may not have had the opportunity for many years to engage in serious study, and they will require a gradual re-introduction to a learning environment.

With these points in mind, National College courses commence with practical instruction, the academic content of the course being introduced gradually. Therefore, once having gained enrolment, if a student is prepared to follow the training and instruction provided, then he or she will experience little or no difficulty.

Personal development is central to National College, with self therapy and other development activities being a compulsory component for UKCP Registration. However, this does not mean that therapy is conducted at weekend trainings.

The National College's course tutors act as trainers, rather than as therapists (whilst all are, of course, qualified and practising as such). The training schedule does not allow for course time to be taken up with individual therapy. In the event that personal issues arise during training (including reluctance to participate in course practical work) which require therapeutic intervention, the course tutor will refer the individual concerned to the office so that a competent therapist can be recommended. Where necessary, and as advised by the course tutor, training may be interrupted until such time as the therapist selected recommends resumption.

We hope that this policy is seen as demonstrating a proper concern for the individual, balanced by our contractual commitment to deliver courses of training as defined in our Prospectus.

Course Structure

Training with the National College may be undertaken on a part time basis by combining weekend attendance for practical tuition and lectures at one of the tuition venues, together with a programme of home study: the ideal method for students with domestic and/or work commitments.

Each weekend consists of some sixteen hours of practical instruction in the application of therapeutic techniques, combined with lectures on the various theories involved. This gives approximately 258 hours of live class contact for the first three stages of the training up to Diploma level.

In order to provide students with the sound theoretical basis on which all therapies are established, post-foundation stages of the course also include studies of various schools of psychological thought. These theoretical studies are presented in the form of lectures, online discussions in virtual classrooms and guided home reading supported by comprehensive notes.

The total number of study hours required to complete the course varies depending on what prior knowledge a student brings to the course. However, monitoring of past students' study patterns suggests that for a student with little prior knowledge of hypnosis, psychotherapy or psychology, total study hours up to UKCP registration level may amount to 1,800 hours over a four-year period. This total includes class contact and supported self-study, self-development, supervision and self-therapy.

The supported self-study includes the following aspects:

- online modules
- home study of course notes
- background reading
- practical exercises outside class
- essay research/writing
- revision
- dissertation research/writing

The course details which follow are, of necessity, generalised. The courses are subject to continuous evaluation and alteration. The National College reserves the right to make any alteration to the course deemed necessary by the Academic Board. It should be noted that successful completion of one stage does not, of itself, guarantee admission to the next.

Reason No.11

Ethical practice is crucial and we teach it so comprehensively that you will be certain of how to act when you set up in practice.

Reason No.12

As a National College student/trainee you may apply for membership of the UKCP as a student or trainee member

Stage One - Course Details

This is the foundation for the National College training, and serves as a necessary prerequisite to Stage Two, the Certificate course.

The aim of Stage One is to give students a knowledge of hypno-psychotherapy and to train them to be efficient in inducing the hypnotic state, and in its management. The emphasis is on practical training, but because hypnosis involves human behaviour, and in order to establish an understanding of various theoretical concepts and principles, certain psychological factors need to be considered. A study of these factors, therefore, forms part of the Stage One course.

The course involves 56 hours of attendance at one of the tuition venues. These 56 hours are usually spread over four weekends at monthly intervals.

Tutors will demonstrate the various techniques and there will be plenty of practical exercises for students to practise the hypnotic techniques in the safety of the training environment. Students wishing to practise hypnotic techniques on family and friends between weekends are encouraged to take out insurance cover, at a reduced premium through the NSHP&M. This practice is on a strictly non-commercial basis.

Work covered on Stage One includes:

- Ethical issues relating to the use of hypnosis and hypno-psychotherapy
- Fundamental principles of hypnosis/ hypno-psychotherapy
- Tests for hypnotic suggestibility
- Preparing the subject for hypnosis
- The importance of semantics in the use of hypnosis
- Hypnotic induction techniques
- Hypnotic deepening techniques
- Termination of hypnosis
- The use of post-hypnotic suggestions
- Some psychological principles applicable to hypnosis
- Aspects of practice management

Also during Stage One, students are taught how to use hypnosis to help people alter certain behaviour patterns, such as smoking and overeating, and to assist people with such problems as examination or driving test nerves, insomnia, performance issues and other anxiety-related states.

Students are introduced on Stage One to the National College's integrative approach to therapy. Various methods of inducing hypnosis are taught, with the intention that students develop a flexible approach to therapy. The National College feels it is important for a wide range of techniques to be taught as no single approach will suit all clients or, indeed, all therapists.

All clients bring some expectations with them to therapy so, while the Ericksonian approach, for instance, may be very effective for some clients, others will respond much better to the more traditional

Stage One - Course Details Cont...

methods of inducing hypnosis (like the elderly gentleman, with very set ideas, who insisted the therapist produced a pocket watch and chain to swing before his eyes).

The basic premise behind the National College's approach is that the therapy should be adapted to fit the client rather than the client being forced to adapt to the therapy. This flexible, eclectic approach is followed through in later stages of training to give students a broad-based psychotherapeutic framework.

Students wishing to proceed onto Stage Two are required to successfully complete a journal and four short essays (approx 1000 words each). These essays are designed to help students get into the groove of reading, extracting information, and giving justified opinion ready for the essays of stage two.

Reason No.13

We know that you want to know exactly what you will be learning, so we publish all the details of the structure of our courses. We want you to be sure that you have made the right choice!

Reason No.14

We train small groups of students, which we believe is important so that you get individual attention. Some schools have as many as 50 students in a class!



Training is fun!

Stage One - Course Outline

Demonstrations and practicals are arranged as appropriate throughout the course.

Module One: How to Hypnotise

- Definitions
- Six stages
- Abreactions
- Contraindications
- Inductions
- Termination
- History
- The mind
- Ethics

Module Two: Hypnotherapy

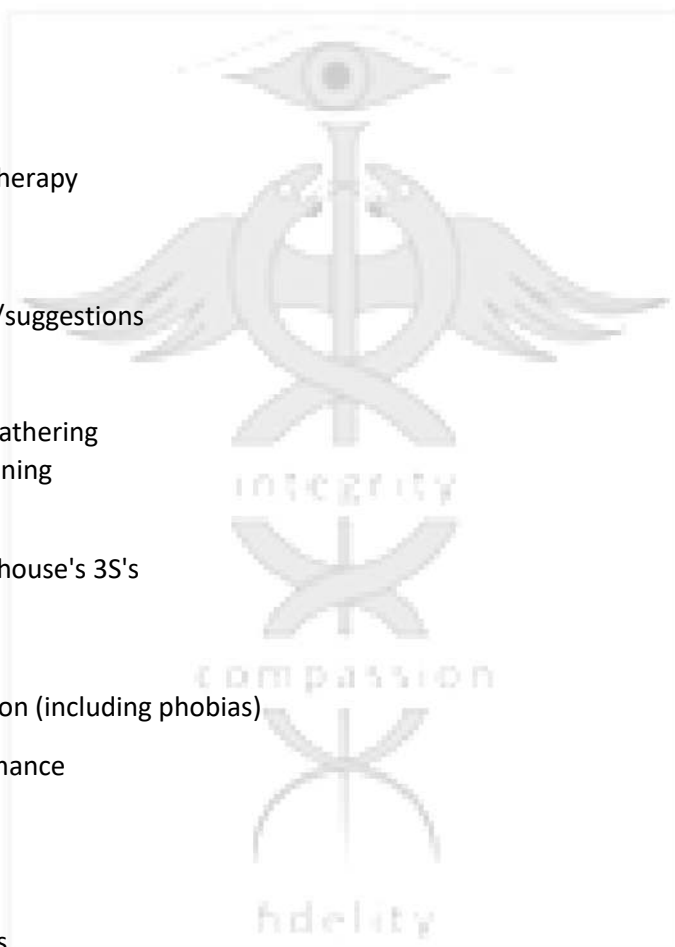
- CRC
- Deepening
- Suggestibility/suggestions
- Depth testing
- Self hypnosis
- Information gathering
- Ego strengthening
- IMR

Module Three: Brookhouse's 3S's

- Smoking
- Slimming
- Stress reduction (including phobias)

Module Four: Performance

- Sport
- Education
- Work:
 - Interviews
 - Public speaking
 - Perfectionism



Total hours: 56 plus 44 self-directed study hours. Grand total: 100 hours training

Stage Two - Course Details

This Stage Two course is open only to those students who have successfully completed the Stage One Foundation course or via the Accreditation of Prior Learning. Students who successfully complete the Stage Two course, including the written assessment and course work, are awarded the Certificate in Hypno- Psychotherapy, and are entitled to use the designating letters CHP(NC). They are also eligible to apply to join the National Society of Hypnosis, Psychotherapy and Mindfulness as a Member.

The syllabus for this course requires students to attend for 132 hours, usually spread over eight weekends at monthly intervals, during which there is an element of practical assessment. In addition, the student undertakes a programme of home study including the submission of two essays, an ethics paper and a case study.

The home study component consists of a comprehensive programme of reading and study from recommended text books and online, and the writing of essays and production of a case study to indicate an understanding of the material studied.

Rogerian Psychotherapy

The certificate course is a comprehensive hypnotherapy training based on the principles of Carl Rogers. It has been consistently shown in research that it is the therapeutic relationship that is key to therapeutic success and we believe it is fundamental to the change process.

The certificate course also covers regression, ethics, goal setting, motivation, depression, diversity, safeguarding, mind-body therapy, solution focussed therapy, eating disorders, OCD, pain, NLP and practice building.

Erickson: A complete weekend is devoted to a Foundation Course on aspects of the contribution of Milton H Erickson.

During the course emphasis is placed upon the application of both the theory covered in the lectures and the practical skills acquired. Thus, for instance, students are presented with actual case histories, and by means of class and group discussion, are given the opportunity to apply their knowledge in the formulation of treatments.

As in Stage One, there are demonstrations by tutors and plenty of practical sessions for students to try out the various techniques themselves.

Although this Stage Two course is fully assessed, students are not obliged to submit work. Some may choose to study this course for general interest, and may not require tangible evidence of their knowledge and ability. However, for those students who wish to commence practice as a hypnotherapists and/or hypno-psychotherapists and continue working towards the National College Diploma, success in the Certificate assessment is the pre-requisite for entry to Stage Three training.

Stage Two - Course Outline

Stage Two of the National College training builds upon the essential material covered on Stage One, and explores various schools of psychological theory and psychotherapeutic practice.

Module Five: Rogerian Principles

- Rogers
- Listening skills
- Process

Module Six: Regression and motivation

- Regression
- Goal setting and Motivation
- Ethics

Module Seven: Depression plus

- Depression
- Diversity and safeguarding

Module Eight: Physical issues

- Mind-body therapy
- OCD
- Eating disorders

Module Nine: Solution-focussed therapy

Module Ten: Pain etc

- Pain
- IBS
- Dermatological issues
- Fibromyalgia

Module Eleven: NLP plus

- NLP
- Practice Building

Module Twelve: Ericksonian hypno-psychotherapy

- Inductions: pacing and leading, naturally occurring trance states, confusion
- Trancework: process instructions, metaphor
- Ericksonian language patterns, script analysis, therapeutic framework

Total hours: 132 plus 218 self-directed study hours. Grand total: 350 hours



Stage Three - Course Details

Entry to Stage Three of the National College training programme is confined to those students who hold the Certificate in Hypno-Psychotherapy. Stage Three is the Diploma stage, at the completion of which students are required to submit a dissertation leading to the award of the Diploma in Hypno-Psychotherapy, with the designating letters DHP(NC), and enables practitioners to apply for Full membership of the National Society of Hypnosis, Psychotherapy and Mindfulness. The aim of this Stage Three course is to further the students' knowledge and ethical practice of hypno psychotherapy with the aim of encouraging not only competence but also confidence to be able to work with the complexities of practice.

Students are required to attend the five weekends of the course (70 hours' attendance), usually at monthly intervals, and undertake a comprehensive programme of home study.

Dissertation

With regard to the dissertation submission, within the context of hypno-psychotherapy, there are various ways of conducting research. Many dissertations submitted by National College students involve secondary research, i.e. a review, or meta-analysis, of the literature and pre-existing research reports. As secondary research does not involve working directly with human participants it is not necessary for such research to be considered in the planning stages by an ethics committee. However, students undertaking secondary research might wish to consider the social and moral implications of their work and whether the outcome of the research is likely to bring positive benefits.

Primary research, where first hand data or information is being collected directly from human participants, must be considered in the planning stages by an ethics committee. Such research may be either experimentally or clinically based. For hypno-psychotherapists research will usually be clinically based with case studies forming the data/information base.

All dissertations must focus on an area within the theory and/or practice of hypno-psychotherapy and must include an exploration of the individual trainee's psychotherapeutic framework and philosophy, demonstrating a master's level of psychotherapeutic understanding and exploration including cross-referencing to other approaches at a psychotherapeutic level.

Ethics Committee

The National College Committee on Ethical Research considers primary research proposals put forward by National College students. The aim of the committee is to ensure that students and members are aware of the ethical implications of any primary research they undertake and that any such research conforms with generally accepted ethical and moral principles.

Stage Three students will be given copies of the ethical guidelines upon which their research proposals will be assessed. They reflect current thinking on the ethics of social science/psychological research and incorporate extracts from the British Psychological Society's ethical guidelines.

Stage Three - Course Details Cont...

Once the research proposal has been approved by the Ethics Committee the research for the dissertation can go ahead, with the work being submitted in due course for academic assessment in the usual way by the National College's independent external markers.

Also, the student will be required (i) to warrant that the subject matter of the dissertation is his/ her original work and that he/she holds the copyright therein and (ii) to grant the National College an irrevocable free licence under the copyright to publish the document if it so wishes, provided that the National College undertakes to identify the author and his/her copyright.

Reason No.15

National College courses adhere to the National Occupational Standards for Hypnotherapy, and the Professional Occupational Standards for Psychotherapy

Reason No.16

If at all possible, individual learning needs will be met. For example, dyslexic students are able to submit work on audio recording if they prefer.

compassion

fidelity

Stage Three - Course Outline

Stage Three of the National College training builds upon the previous two stages and aims to further students' knowledge and ethical practice of hypno psychotherapy.

Module Thirteen: Further humanistic theories

- Maslow
- Gestalt

Module Fourteen: Psychodynamic theories

- Freud
- Jung
- Adler

Module Fifteen: Other psychodynamic plus

- Other psychodynamic theories
- Bandura
- Kelly

Module Sixteen: Cognitive and Behavioural theories

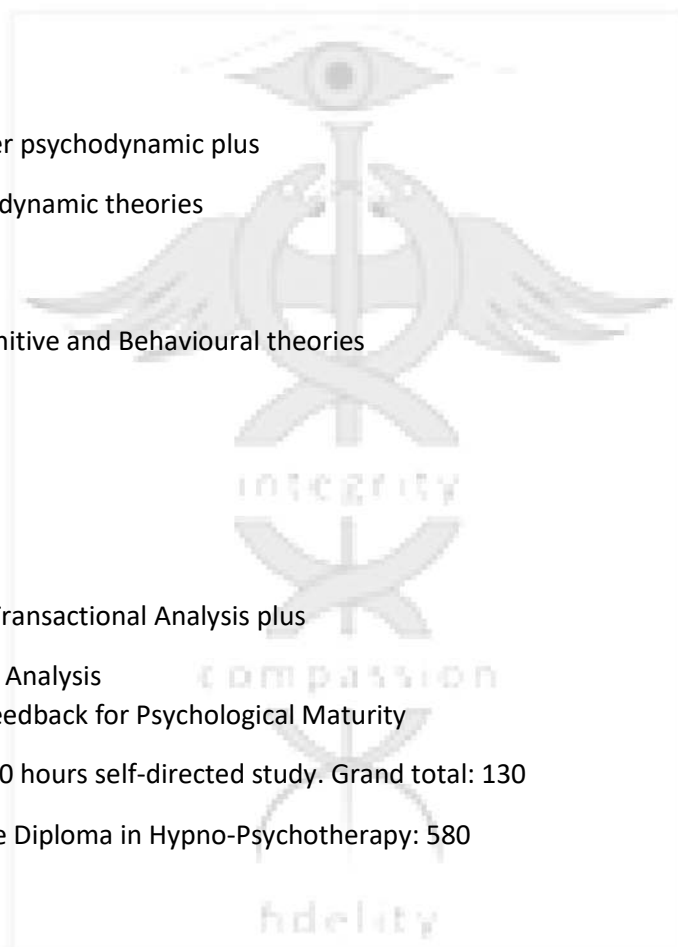
- Watson
- Skinner
- Ellis
- Beck
- CBT

Module Seventeen: Transactional Analysis plus

- Transactional Analysis
- 360 degree feedback for Psychological Maturity

Total hours: 70 plus 60 hours self-directed study. Grand total: 130

Total hours to achieve Diploma in Hypno-Psychotherapy: 580



Stage Four

Stage Four leads to the Advanced Diploma in Hypno-Psychotherapy and includes all the elements required for registration with UKCP.

If a student has taken stages one through three contiguously, it will have taken a minimum of 17 months. Therefore, stage four is the phase between this and the four year point from the start of training (or longer if the other requirements are not complete).

For example:

Start stage one in Oct 17, complete in Jan 18, start stage two in Feb 18, complete in Sept 18, start stage three in Oct 18 and complete in Feb 19.... stage four would then be the period from Mar 19 until Sep 21 or until all requirements are complete, whichever is the later.

Please note that for all UKCP trainings this four year period is compulsory. Our students are able to be in practice from the end of stage two (so from the end of Sept 18 in the above example). Normally, it would be expected that UKCP registration would be completed in a maximum of 7 years.

Students are supported by National College during stage four in the following ways:

- supervision
- on-going personal tutor support
- membership of a tutorial group with access to
 - an online forum
 - a chatroom
- provision of continuing professional development courses

Stage four is also available to people who have completed a UKCP recognised Diploma in Hypno-Psychotherapy but have not completed the requirements for UKCP registration.

Reason No.17

Therapy is an “individual” process: we will encourage you to find your own way to be the best therapist you can be.

Continuing Professional Development

Workshops and Seminars

The National College takes the view that learning is an ongoing experience. Even when fully trained, therapists still need the opportunity to keep up to date with specialist approaches and developments in the profession.

To this end, the National College provides a regular programme of one and two day workshops and seminars on a variety of subjects and, where appropriate, distance learning courses. The workshops are run by specialist tutors. All current students and members of the National Society of Hypnosis, Psychotherapy and Mindfulness are notified of forthcoming training events.

Examples of past training events are:

- Working with Post Traumatic Stress Disorder
- Heimler's Social Functioning
- Hypno-Psychotherapy for Childbirth
- Working with dementia
- Healthy Weight Coaching

Online courses in Diversity and Equality, Human Development & Sexuality, Psychopathology, Research for Therapists in Practice and, recently, Certificate and Diploma courses in Ericksonian Hypno-psychotherapy and Neuro Linguistic Programming Psychotherapy are offered.

A range of advanced psychotherapeutic modules are offered, as part of the supplementary training required by UKCP for registration on their National Register of Psychotherapists. The weekends are also a very productive way of fulfilling CPD requirements and improving skills.

Ongoing supervision

Supervision is considered to be an essential part of an ethically-minded psychotherapist's practice. All practising members of the National Society of Hypnosis, Psychotherapy and Mindfulness are required to be in, either, supervision (for Student, or full members) or peer supervision (for fellows) as part of their CPD requirement. On a practical level, this means getting together with your supervisor to discuss, in a confidential manner, your current case load and treatment schedules, and talk over any problems you may be encountering. Documentary evidence of all supervision sessions should be kept in your CPD Portfolio. The National Society of Hypnosis, Psychotherapy and Mindfulness has a policy of random monitoring of supervision, as well as the five-yearly review of CPD Portfolios.

The therapeutic alliance is, perhaps, the most important aspect of any therapy, but it is all too easy for a therapist to be so involved in the therapeutic relationship that he or she cannot see it from a clear perspective. That is where supervision comes into its own, helping therapists to reflect constructively on their working relationships with clients. Details of supervision requirements are available to those applying to join the National Society of Hypnosis, Psychotherapy and Mindfulness and, for students, in the student handbook.

Higher Degrees from Universities

Most British universities have systems whereby students who do not have a first degree are offered access to Master's degree courses on the basis of recognised, non-degree, qualifications and professional experience. National College training is recognised by the UK Council for Psychotherapy as a master's level of training and, as such, provides our graduates with a good basis on which to approach universities, with a view to studying at Master's level, or above.

We have a direct arrangement with Bath Spa University whereby holders of the ADHP can apply for their MA in Counselling and Psychotherapy Practice with APL of 60 credits.



United Kingdom Council for Psychotherapy

The UKCP is a registered charity which acts as the major regulatory body for psychotherapy training and registering organisations throughout the UK. UKCP recognition is becoming increasingly important for psychotherapists, whether they intend to follow a career in the public or private sectors or some combination of the two. National College is a member of the Hypno-Psychotherapy Section of UKCP. We are able to offer our graduates the opportunity to apply for registration with the UKCP, via the National College, subject to fulfilling their requirements.

Amongst the training requirements specified by UKCP are the acquisition of a critical understanding of the relevance of studies in human development, psychopathology, sexuality, ethics, research and social science. Consistent with any reputable psychotherapy training, National College has included such elements within its training even before the creation of UKCP. Psychotherapy is, itself, one of the social sciences. The study of human relationships is, of course, central to what we do in much of our training. Of necessity, therefore, human development and sexuality are addressed throughout training as well as through a discrete package as mentioned below. Similarly, the topic of ethics is addressed on numerous occasions, either within the course proper or through supplementary elements (e.g., ethics, the ethics of research - see below, the therapeutic relationship via interactive counselling skills, also below, ethics governing submission of dissertations via the Joint Committee on Ethical Research, and the Code of Ethics and Practice, p46, by which we are all bound).

Where we consider that our central training might usefully be supplemented, as for example in Research or Psychopathology, separate provision is made (see opposite).

UKCP Registration Requirements

- Post graduate level of competence at outset of training. If you intend to apply for UKCP registration, you should ensure you have evidence that you are of a post graduate level of competence at the start of your training with the National College. (We do not wish to discourage applications from non-graduates - you are urged to apply, with supporting documentation such as a letter of acceptance onto an external postgraduate course or a letter from a suitably qualified person vouching that you meet a postgraduate level of competence.) Feel free to call the office to discuss this if your situation isn't clear
- Supplementary training elements completed or exemptions granted (please see p32)
- Evidence of 18 months' supervised practice with a supervisor on the UKCP Supervision directory or equivalent. (NB: Supervision is a discrete element. Neither self-therapy nor "pastoral care" should substitute for same.) At least one third of supervision should normally be with a supervisor who is qualified in the use of hypnosis.
- Evidence of 250 hours of journaled self-development including a minimum of 48 hours of self-therapy with a UKCP registered (or equivalent) therapist with a successful outcome. Full details are in the student handbook.

United Kingdom Council for Psychotherapy Cont...

- Successful completion of a process to determine psychological maturity as applicable to registration with UKCP
- Four years having elapsed since commencement of National College training
- Applicants also have to submit proof of having undertaken a minimum of 450 hours of clinical practice (supervised as above at a ratio of 1:6), prior to application, via a declaration from their supervisor. These hours (voluntary or paid), with clients/patients may be within a mental or social health setting or equivalent.

Supplementary Training

Advanced Classroom Training:

Students are required to attend a minimum of 100 hours additional live training during stage four. This can include topics such as Depression, Easibirthing®, Fertility, Dementia and Healthy Weight Coaching. The 100 hours can also include attendance at National College Annual Conferences. These are held on the second weekend of June each year with a masterclass (which also counts) the day before.

Human Development and Sexuality

A very substantial, assessed, on-line course which, along with National College regular course content, represents a thorough coverage. (80 hours)

Psychopathology (the scientific study of mental disorders)

This assessed, on-line course helps therapists develop a good knowledge of psychopathology in order to, for example, liaise with medical and psychiatric colleagues, be in a position to assess whether the client's problem is within their limit of competence and create an effective treatment plan, avoiding contra-indicated approaches. (30 hours)

Research for Therapists in Practice:

An assessed, on-line course introducing the relevance of applied psychological research for practising therapists, focusing on the skills and abilities of the social science researcher, as well as outlining the ethical considerations of applied research. Very useful for Stage Three students working towards their final dissertation. (20 hours)

Diversity and Equalities

A substantial, assessed, on-line course which, along with National College regular course content, represents a thorough coverage. (20 hours)

This gives a total of 508 hours of classroom training over the four years, which together with 392 hours of self-directed learning and the other requirements giving a total of 1800 hours of training.

Entry Requirements

National College training is considered to be at a post graduate level. However, it is recognised that many people without a formal first degree make excellent therapists. The National College, therefore, operates a system of Accreditation of Prior Experiential Learning (APEL), where relevant life experience and transferable skills are taken into consideration. The course is at master's level and so we need to check that all students are capable of working at this level. This can be demonstrated in many ways. The most obvious is having a degree or a degree level qualification, but if you do not, call or email to discuss your options.

The National College is protective of its reputation and so seeks to ensure a high calibre student body. All applicants are required to nominate referees but we understand that sometimes finding an academic referee is problematic (for example if you have been out of the world of study for some time). If this is the case, call or email to discuss. In addition, all applicants are required to sign a declaration, on the Student Application Form, and confirm that they understand their rights and obligations as students of the National College, if accepted, as outlined in this prospectus.

Accreditation of Prior Learning

Those who have qualifications in hypnotherapy or psychotherapy with meaningful external accreditation may be entitled to APL. Each case is considered individually using established professional and QAA guidelines.

Personal interviews

If thought necessary, applicants may be required to submit further details in support of their applications and will be invited for an informal telephone interview. However, the National College questions the usefulness of in depth prior interviews and, instead, regards one aspect of Stage One training (particularly the first weekend) as a "Country House" style interview, where students are observed in their interactions with tutors and other students.

In the event that any application is declined on the basis of an applicant not seeming to have the appropriate educational background to facilitate the National College training, recommendations are made about suitable additional education. Upon completion of any such further course, the applicant may reapply.

Personal interviews are conducted with sensitivity to Ethnic, Sexual, and Cultural inclusivity and with an eye on our Social Responsibilities as a training provider.

NB All applicants for APL are interviewed.

An invitation

Prior to, or in the process of, applying, applicants may visit our offices to discuss the course and related issues. This opportunity remains open for the duration of training, and the National College offices are staffed during normal office hours, other than Bank Holidays, throughout the year to deal with telephone, and other, enquiries. For an insight into the National College's training, potential applicants

Entry Requirements Cont...

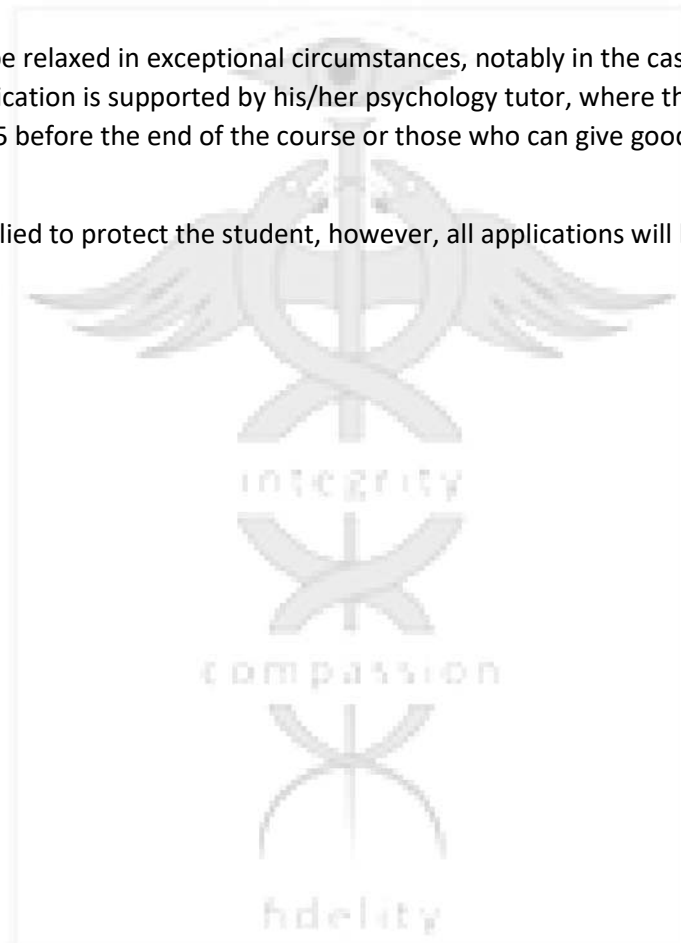
are invited to attend an hour or two of a current course. NB: this is strictly by arrangement with the Course Co-ordinator.

Minimum age

In a profession where life experience is considered a definite asset, and few, if any, clients are prepared to consult a practitioner whom they consider to be too young, all applicants would normally be expected to have reached the age of 25 years prior to the commencement of the course.

This regulation may be relaxed in exceptional circumstances, notably in the case of a psychology graduate whose application is supported by his/her psychology tutor, where the student will have attained the age of 25 before the end of the course or those who can give good reason for wanting to start the training.

This restriction is applied to protect the student, however, all applications will be considered on an individual basis.



College - Student Relations

In order to further the aims of the National College, as set out on p8 of this prospectus, the National College undertakes to adhere to the terms and conditions, as stated, as closely as possible and to act in an ethical and responsible manner to all its students. Likewise, the National College expects students to observe the National College's regulations, as detailed in this prospectus, and otherwise behave in an ethical and responsible manner as befitting trainee therapists. In this way, the National College believes that a climate of acceptance is established between student and the National College, within which professional training and mutual respect can flourish.

Equality and diversity

The National College is an Equal Opportunities Organisation, committed to the principle that no one should be discriminated against by reason of race, religion, ethnicity, gender, class, age, disability or sexual orientation. Our full Equality and Diversity Policy document can be found on our website www.hypnotherapyuk.net

Confidentiality

All information supplied by applicants is treated in confidence by relevant National College personnel within the limits set out in the Code of Ethics and Practice on p46 of this prospectus.

Interruption of studies

If the interruption is of a temporary nature which has affected home study, then the individual's tutor will be able to assess the effects of the interruption and, where necessary, help the student to catch up. If a student fails to attend any weekend then they may attend an equivalent weekend at one of the other venues or the usual venue at the next iteration, without additional charge. If the interruption is likely to be of considerable duration, then the student may recommence at a future date. At least 80% attendance of each stage is required and ethical elements are compulsory.

Academic progress

Any student who fails to achieve the level of competence required by our internal and external assessors may apply to be reassessed. Where repeat tuition is desirable, it may be provided, without further payment of tuition fees, prior to further submission.

Debts to the National College

If you owe the National College any fees, we reserve the right to withhold course results, academic references or progress to further stages of training. Students are expected to honour fee commitments without further reminder.

Course changes

It is the National College's policy continually to assess, review and improve the course content, materials and all aspects of the National College's work. Therefore, we reserve the right to effect changes to any part of this prospectus.

College - Student Relations Cont...

Retaking weekends

Within reason, students may retake weekends as they wish at any venue for no extra charge within ten years of the start of their training. The only proviso is that the venue must have the capacity for the extra student. At the time of writing there has only been one time when we have had to say no.

Data Protection

The National College abides by the Data Protection Act. We also have a thorough Data Management and Retention Process.

Student feedback

The National College gives students the opportunity, through our Consultation Process at all stages of training, to register their views about the courses, tuition and support services.

Withdrawal before the first weekend

Should a student withdraw from any course, prior to commencement, a refund will be made of any fees paid for that stage, subject to the return of their Kindle, minus a deposit of £40.00 to cover administrative costs.

Withdrawal after the first weekend

If a student wishes to withdraw from any course after completion of any live training they may do so, and, subject to return of all course materials (including their Kindle) relevant to the particular stage, fees for the remainder of the stage will be refunded.

Students required to withdraw

In addition to the information which students supply to us on the National College Enrolment Form, a further careful check is made of each student during the first weekend of every course. During that first weekend, our Course Tutor will be observing each student and making careful assessment of his/her response to the training being given. If, at the end of weekend one, we feel it is not to any student's advantage to continue on the course, we reserve the right to inform that student that we are not in a position to offer further tuition and to ask him/her to withdraw from the course. In that event, all money paid by the student in course fees for that particular stage of training will be refunded, subject to return of all course materials relevant (including their Kindle) to the particular stage.

The careful selection of students is such that very few are requested to withdraw. It does, however, occasionally happen and the National College reserves the right to require the withdrawal of any student engaging in gross clinical indiscipline, or acting in any way which tends to disrupt others' enjoyment of, or benefit from, the training.

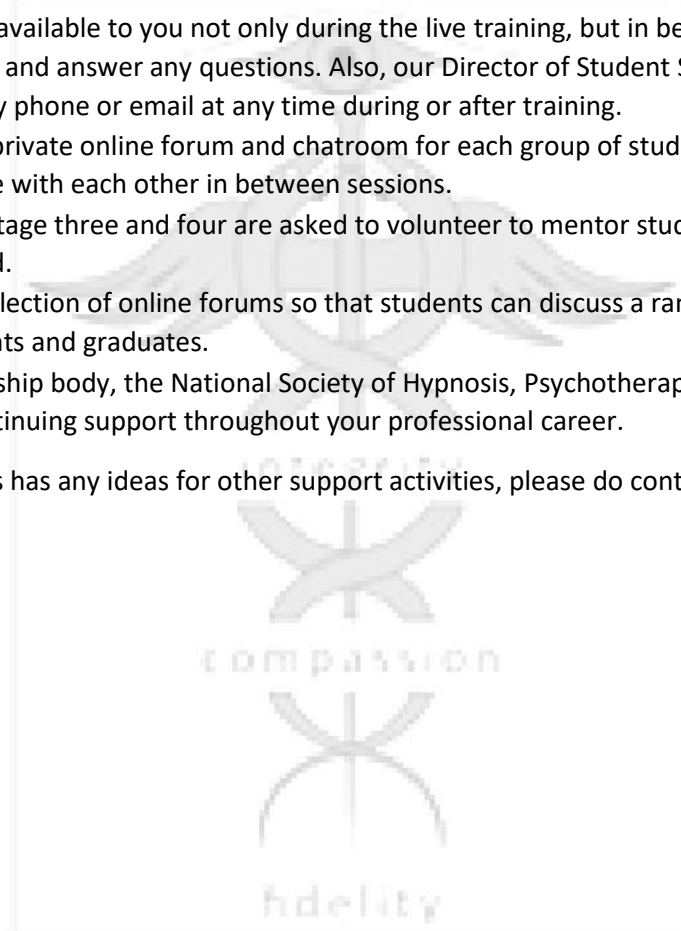
Student Support

We take our role of looking after our students very seriously. We have many support structures and our Director of Student Support, Fiona Biddle, is dedicated to providing a sensitive and non-judgemental service. Fiona has been in practice for 24 years and a supervisor and trainer for 15 years. As such she understands how students and new practitioners tick!

Here are some of our support processes:

- We have excellent, thorough, systems for giving you individual feedback on how you are doing, both academically and practically. Everything is in the open, so you can feel confident in your progress and also know what areas need more work at all times.
- Your tutor is available to you not only during the live training, but in between as well to allay any concerns and answer any questions. Also, our Director of Student Support (Fiona Biddle) is available by phone or email at any time during or after training.
- We set up a private online forum and chatroom for each group of students, so that you can communicate with each other in between sessions.
- Students at stage three and four are asked to volunteer to mentor students at stage one and two if desired.
- We have a selection of online forums so that students can discuss a range of issues with fellow students and graduates.
- Our membership body, the National Society of Hypnosis, Psychotherapy and Mindfulness provides continuing support throughout your professional career.

If anyone reading this has any ideas for other support activities, please do contact Fiona!



The Structure of the National College

The National College, formerly Blythe Tutorial College, founded in 1977, provides training in Hypno-Psychotherapy at venues in London, Oxford, Leicester, Manchester and Sydney, Australia. The National College is administered from its registered offices in London and Manchester by an Academic Board, details of which are given below.

Academic Board

Chairman - Keith Thompson, MA(Oxon), MEd, Emeritus Vice Chancellor, Staffordshire University.

Members of the Academic Board are responsible for the conduct of the National College exams, for the marking of all exam papers and for the issue of various awards to successful students. Such awards are confirmed by an external moderator.

Members of the Board include various persons who, although trained in their respective field and who have gained academic status, are not members of the staff of the National College. This external factor, combined with our accreditation by the United Kingdom Council for Psychotherapy gives prestige and credibility to the awards gained by students of the National College. Further to safeguard student interests, a student member is invited to meetings of the Academic Board. Assessment is based upon conventional academic norms: continuous assessment by tutors, course work essays, case studies, dissertations and practical exams. Other than the continual assessment, all other assessment is carried out by appropriately qualified independent assessors, such as psychology lecturers in the state education sector, and externally moderated by appropriately qualified personnel.

Regulations concerning specific aspects of the National College training, such as the submissions of course work, standards to be achieved, and appeals procedures are indicated in the relevant documentation.

Complaints and/or criticism of any aspect of the National College training can be made via the Complaint, Grievance or Consultation Processes. In addition, students may request that such issues be brought to the attention of the National College in the tutor's report which is submitted after each block of class contact. Whilst it is hoped that complaints may be resolved by negotiation with individual course tutors, students are entitled to raise issues with the Academic Board should they prove intractable.

The Academic Board is continually reviewing the course content to take account of developments in the profession, and expanding and amending material where necessary.

The National Society of Hypnosis, Psychotherapy and Mindfulness

All persons enrolled on National College courses at Stages One or Two are automatically student members of the National Society of Hypnosis, Psychotherapy and Mindfulness. All persons holding the National College Certificate in Hypno-Psychotherapy may apply to be members, and holders of the Advanced Diploma in Hypno-Psychotherapy may apply to be fellows.

The Structure of the National College Cont...

Benefits for students:

- Access to telephone/email/skype support
- Monthly ebulletin
- Eligibility to stand for election as Student Member on the Academic Board
- A well optimised website with a public search facility
- Resources, such as a research catalogue

United Kingdom Council for Psychotherapy (UKCP)

The UKCP, formerly the UK Standing Conference for Psychotherapy, was formed in 1989 with the aim of establishing the profession of psychotherapy with agreed common training standards and ethical requirements. Over 70 organisations involved in the field of psychotherapy, including the National College, currently belong to the UKCP.

In May 1993, the UKCP launched its National Register of Psychotherapists (NRP), and also produced Training and Ethical Standards Requirements for member organisations. The National College's training programme has been confirmed as meeting UKCP requirements and the UKCP ethical guidelines are incorporated within our Code of Ethics and Practice.

Details of supplementary training for those wishing to fulfil the requirements for membership of the UKCP's NRP are given on p31.

UKCP has been involved, and continues to be involved at the highest level, in various initiatives to legislate for, and regulate, psychotherapy, so confirming our professional status.

European Association for Hypno-Psychotherapy

The European Association for Hypno-Psychotherapy (EAHP) is a constituent member of the European Association for Psychotherapy (EAP).

At the time of writing National College is the only externally assessed UK based member organisation of EAHP.

The Structure of the National College Cont...

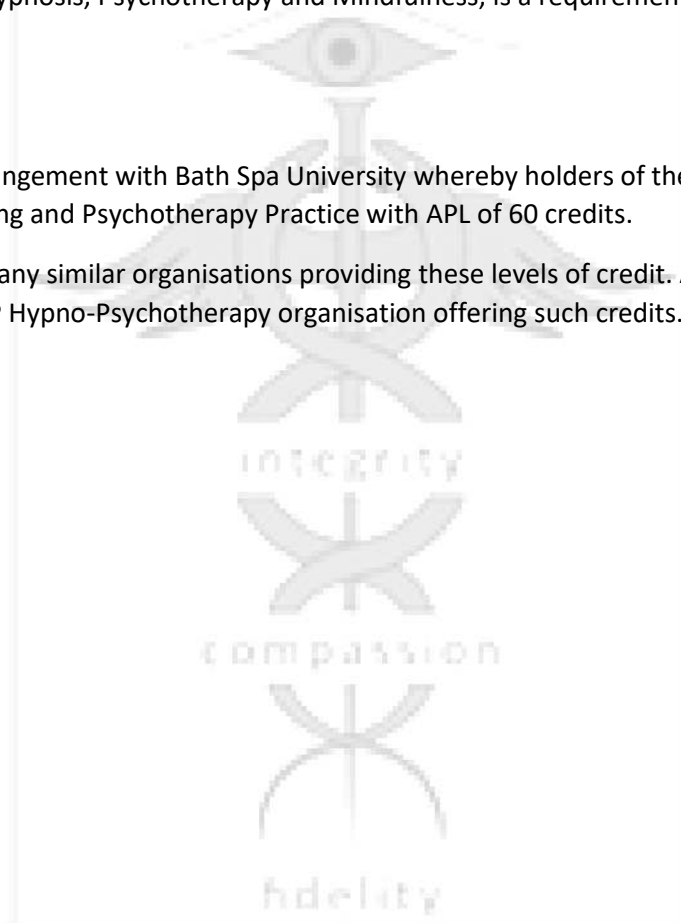
Institute for Complementary and Natural Medicine

At our initiative, the ICM established a Register of Hypnotherapists, subsequently British Register of Complementary Practitioners (Hypnotherapy), incorporating our recommendations concerning its general membership, "...who fulfil approved norms of training, professionalism and ethics, though tied to no single training institution or philosophy. They must have substantial clinical experience, undertake regular in service training, and accept the principle and practice of professional supervision and inspection of professional premises". We have been, from the outset, an approved training faculty for the BRCP (H) and continued membership of a professional body, such as the National Society of Hypnosis, Psychotherapy and Mindfulness, is a requirement for inclusion.

Bath Spa University

We have a direct arrangement with Bath Spa University whereby holders of the ADHP can apply for their MA in Counselling and Psychotherapy Practice with APL of 60 credits.

We are not aware of any similar organisations providing these levels of credit. At the time of writing we are the only UKCP Hypno-Psychotherapy organisation offering such credits.



National College Faculty

The National College's regular course tutors are all graduates of the National College, and thus able to empathise (and sympathise) with students under tuition. They are all experienced therapists with considerable teaching experience, the majority with formal teaching qualifications. This background facilitates a pastoral and supervisory relationship with their students, in addition to the tutorial role. They are not full-time employees of the National College, but are paid for teaching undertaken on a contractual basis. Brief biographical details of course tutors follow.

Geoff Ibbotson

Chief Medical Officer



Geoff is a registered medical practitioner, having worked as a GP from 1973-1995 before leaving the role in order to develop his interests in the applications of hypnosis, chest medicine and medico-legal work working for fourteen years as a Psychological Therapist in the Primary Care Unit of the Mental Health Trust at Fairfield Hospital, Bury, as well as doing hypnotherapy on a private basis.

He is UKCP registered and runs the National College Advanced Psychotherapy Module in PTSD.

Fiona Biddle



Fiona lives and works in London. In addition to being Director of Student Support and Managing Director of the National College, she has run a highly successful hypno-psychotherapy and humanistic counselling practice since 1993.

Fiona is the lead trainer for the National College professional track programme, and is Chair of the International Hypno-Psychotherapy Conference which is run and organised in June each year.

Fiona has a Master's Degree in Medical and Health Sciences (Existential Psychotherapy) from Sheffield University and is a UKCP Honorary Fellow.

National College Faculty Cont...

Shaun Brookhouse

(Principal)

Shaun is an award winning hypno-psychotherapist and trainer (in both in the UK and US). He



earned a Graduateship Diploma (First Degree Equivalent) in Counselling and Hypnotherapy from the City and Guilds Institute of London, a Master's Degree in Education Studies (Researching the development of training in Hypnotherapy 1971-1998), Liverpool John Moores University, a Post Graduate Certificate in Clinical Supervision from the University of Derby, and a CertEd from Manchester University in which the assessment was based in part on the course he designed in clinical hypnosis.

Shaun is a Certified Master Instructor with the National Guild of Hypnotists. Shaun is also a past Chairman of the National Council for Hypnotherapy, one of the UK's premier hypnotherapy societies. A

UKCP Registrant since 1996, he was a past Governing Board Member of UKCP and a Chair of the Hypno-Psychotherapy Section. Additionally, he is a NLP Master Trainer.

Shaun was one of the first hypnotherapists in the UK to earn US Board Certification, as well as being one of the first two hypnotherapists to earn the externally accredited Hypnotherapy Practitioner Diploma. He lectures on the subjects of Hypnosis and Neuro Linguistics internationally. Shaun is also the co-author of Motivational Hypnotism (ISBN 0-9544604-1-3) Building a Successful and Ethical Therapy Practice (ISBN 0-9544604-0-5) and Hypnotic Coaching (ISBN 0-9544604-1-3)

Alison Leverett Morris



Alison is a UKCP Registered Psychotherapist and a graduate of the College. She received the J.P Nobel Award for her dissertation which examined the importance of considering and understanding clients' physical health and symptoms in contemporary and ethical hypno-psychotherapy. In her private practice Alison has a particular interest in the mind-body connection and working with medically unexplained physical symptoms.

Alison has an MA in Leadership and more than 20 years' experience of working in the arts and charity sectors supporting positive change with some of the most marginalized people and communities in our society.

National College Faculty Cont...

Stuart Cale



Stuart is a graduate of the College having received a distinction at both stages 2 and 3, in addition to the College's Founder's Award for Stage 2 and J.P. Nobel award for Stage 3.

As a Lawyer, he was a trainer to both under and post-graduates and a mentor to trainees in the transition from student to successful practitioner for over 20 years.

He is a UKCP Accredited Psychotherapist through his private practice Talking-Cure.

Stuart is a firm believer in the value of ongoing education and is currently studying an MSc in Mental Health Psychology with the University of Liverpool.

Alan Patching



Alan has been full time in hypno-psychotherapy, NLP training and corporate education and conflict resolution since completing his role as project director in charge of design and construction of the Sydney Olympic stadium and CEO of the public entity that owned the largest Olympic stadium ever built. When not in the clinic (where he spends around 70% of his time) Alan is an in demand presenter on the professional speaking circuit, having represented Australia in international professional speaking in 1997.

He typically delivers over 100 presentations each year in locations covering every state of Australia and also in some 10-15 other countries. His presentations bring practical application of aspects of psychotherapy into the human interface of the business environment.

National College Faculty Cont...

David Corr



David is a UKCP Registered Psychotherapist. He took his first hypnotherapy training in 1982 and undertook numerous further training courses through the 80's and early 90s including: Practitioner Diploma in NLP with UKTC and NLP Master Practitioner with PPD – being trained by some of the leading NLP developers (including Robert Dilts, Gene Early, David Gordon and Christina Hall).

He also trained extensively with Stephen Brooks in Ericksonian psychotherapy. However, his most memorable and valuable trainings were with the incomparable Stephen Gilligan and Dave Dobson.

From the early 1990s to the mid 2000's David put his practice on the back burner and founded one of the UK's leading qualitative research agencies – specialising in public engagement and deliberative research. He conducted many high profile projects for government and NGOs including the National Debate on GM Crops, public understanding of stem cell therapy, breaking down barriers to inclusion, and tackling racism in the workplace. In the mid 2000's David returned to the therapy world and finally (after much blood, sweat and tears!) achieved UKCP registration in 2011. He is also a trained EMDR therapist and specialises in the treatment of anxiety disorders, depression, trauma and dissociative states.

Daniel Nightingale



Dr Daniel Nightingale (affectionately known as Dr Dan) is a leading UK Clinical Dementia Specialist now based in the US. He is also an author, writer and speaker, and a world leader in the use of hypnosis for people living with dementia. This follows his groundbreaking research with Dr. Simon Duff, which has led to the development of a training program for clinicians in this specialized therapy. Dr. Dan is founder and CEO of Dementia Doctor (UK), co-founder and CEO of Dementia Therapy Specialists (US) and Editor in Chief of the journal titled Dementia Therapy Care.

He holds the National College Diploma and Advanced Diploma in Hypno-Psychotherapy and is head of the National College Dementia Care Faculty. His collaboration with Dr Simon Duff in research of hypnosis in dementia has resulted in the publication of 3 very interesting papers. Two of these appeared in the European Journal of Clinical Hypnosis (The Efficacy of

Hypnosis in Changing the Quality of Life in patients with Dementia - Duff & Nightingale, 2005) and Long-Term Outcomes of Hypnosis in Changing the Quality of Life in Patients with Dementia - Duff & Nightingale, 2006). The third paper (Alternative Approaches to Supporting Individuals with Dementia: Enhancing Quality of Life Through Hypnosis - Duff & Nightingale, 2007) was published in Alzheimer's Care Today.

COURSE FEES - Valid from Oct 2017 until superseded

STAGE ONE	£720
STAGE ONE Extended payment	4*£180
STAGE TWO	£1440
STAGE TWO Extended payment	8*£180
STAGE THREE	£900
STAGE THREE Extended payment	5*£180
STAGE FOUR £variable	(see p31-32)

NB: if you set up a standing order for stages one thru three or pay in advance in full you will receive a discount of £5 per weekend. If you do not complete you would need to pay this sum for the weekends you did complete.

The fee includes a free Kindle. If you do not require a Kindle a discount is offered. Terms and Conditions apply.



Code of Ethics and Clinical Practice

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This Code contains the standards of ethics, practice and conduct which NCHP & NSTT expects of all practitioners, and which must be followed whatever your level of practice (trainee, hypnotherapist, psychotherapeutic counsellor, psychotherapist) and whether you meet clients in person, online or otherwise.

The term 'practitioner' means an individual NCHP & NSTT trainee or member who practises under the auspices of the NCHP and/or NSTT.

The term 'client' includes individuals, couples, families or groups who engage in talking therapies.

Should a concern arise about a practitioner's practice, it is against these standards that it will be judged under the NCHP/NSTT Complaints Procedure.

NB:

* This code does not apply to tutors or supervisors who are covered for these activities by specific codes

* The UKCP Complaints and Conduct Process takes precedence over the NCHP/NSTT Complaints Procedure for individuals accredited by UKCP

The practitioner commits to engage with the challenge of striving for ethical practice and conduct, even when doing so involves making difficult decisions.

In the numbered points below, we set out the things we regard as key to ethical practice and have grouped them under these headings:

- Best interests of clients
- Professionalism
- Communication and consent
- Records and confidentiality
- Professional knowledge, skills and experience
- Social responsibility
- Trust and confidence

As a practitioner you must:

Best interests of clients

1. Act in your client's best interests.
2. Treat clients with respect.
3. Respect your client's autonomy.
4. Not have sexual contact or sexual relationship with clients.
5. Not exploit or abuse your relationship with clients (current or past) for any purpose including your emotional, sexual or financial gain.
6. Not harm or collude in the harming of your client or the clients of others.

Professionalism

7. Decline any gifts, favours, money or hospitality that might be interpreted as exploitative.
8. Be aware of the power imbalance between the practitioner and client, and avoid dual or multiple relationships which risk confusing an existing relationship and may impact adversely on a client. If a dual or multiple relationship is unavoidable, for example in a small community, take responsibility for clarifying and managing boundaries and protecting confidentiality.
9. Exercise all reasonable care before entering into a personal or business relationship with former clients, taking into account the time that has elapsed since therapy ended. Should such a relationship prove to be detrimental to the former client, you may be called to answer an allegation of misusing your former position.
10. Recognise that your behaviour outside your professional life may have an effect on your relationship with clients and take responsibility for critically examining these potential negative or positive effects to the benefit of the client.

Communication and consent

11. Provide in your advertising, and on request, a clear and honest statement of the qualifications relevant to your field of practice and your NCHP & NSTT registration, and advertise your services accurately and in a responsible and professional manner, without exaggeration.
12. Ensure that the use of title such as "Doctor/DR" and post nominal initials after a name in communications are: accurate; indicate whether it is a medical or academic qualification; and reasonably informs the public of their relevance to the practice of psychotherapy.
13. Not make any claims which you cannot demonstrate to be true or include testimonials from clients in any advertising.
14. Explain to a client, or prospective client, your terms, fees and conditions and, have information readily available to clarify other related questions such as likely length of therapy, methods of practice to be used, the extent of your own involvement, complaints processes

and how to make a complaint, as well as arrangements for referral and termination of therapy.

15. Confirm each client's consent to the specifics of the service you will offer, through a clear contract at the outset of therapy. We do not specify a written contract but in the case of any conflict a clear written contract supports both the client and yourself. Help clients to understand the nature of any proposed therapy and its implications, what to expect, the risks involved, what is and is not being offered, and relevant alternative options.
16. Not intentionally mislead a client about the type or nature of the therapy practised.
17. Only participate in research about clients with clients' verifiable and informed consent before the commencement of therapy and research, clarifying the nature, purpose and conditions of any research in which clients are involved and in accordance with relevant codes and guidance. Pay particular attention to any additional guidance or special considerations which may apply to specific groups, such as children and young people.

Records and confidentiality

18. Respect, protect and preserve clients' confidentiality. You must protect sensitive and personally identifiable information obtained in the course of your professional work.
19. Safeguard the welfare and anonymity of clients when any form of publication of clinical material is being considered and to always obtain your client's verifiable consent in any case where the welfare or anonymity of a client may be compromised. This includes situations where a client or former client might recognise themselves in case material despite the changing of names or actual circumstances.
20. Make notes appropriate to the therapy being practised, and keep records which are accurate, legible and timely. Keep clients' information confidential, subject to legal and ethical requirements, and discuss it only within appropriate professional settings.
21. Notify all clients, in writing and verbally at the outset of therapy, and again when appropriate, that there are legal and ethical limits to confidentiality, and circumstances under which confidential information might be disclosed to a third party.
22. Consider obtaining legal and ethical advice in relation to providing information for judicial or administrative proceedings, and as to the potential impact that this could have on the commitment of confidentiality to the client, even when client consent is given.

Professional knowledge, skills and experience

23. Offer only the forms of therapy in which you have had adequate training or experience.

24. Understand the limits of your competence and stay within them in all your professional activity, referring clients to another professional when appropriate. This includes recognising that particular client groups, such as children and families, have needs which not all practitioners are equipped to address. The National College courses are in adult psychotherapy so to work with children, couples or families requires other qualifications. All sessions with those under 18 must be conducted with an appropriate adult present, or recorded on time indexed video.
25. Ensure continuing ability to practise by securing supervision and ongoing professional education and development sufficient to meet the requirements of NCHP & NSTT. See notes below
26. Ensure that you do not work with clients if you are not able to do so for physical or mental health reasons, or when impaired by the effects of drugs, alcohol or medication.
27. Make considered and timely arrangements for the termination of a therapeutic relationship, or if you are unable to continue to practise, ensuring that clients are informed and alternative practitioners are identified where possible.
28. Have arrangements in place for informing clients and, where appropriate, providing them with support in the event of your illness or death.

Social responsibility

29. Actively consider issues of diversity and equalities as these affect all aspects of your work and acknowledge the need for a continuing process of self-enquiry and professional development.
30. Not allow prejudice about a client's sex, age, colour, race, disability, communication skills, sexuality, lifestyle, religious, cultural or political beliefs, social economic or immigration status to adversely affect the way you relate to them.
31. Avoid behaviour that can be perceived as abusive or detrimental to any client or colleague based on the above factors.

Trust and confidence

32. Act in a way which upholds the profession's reputation and promotes public confidence in the profession and its members, including outside of your professional life as a NCHP & NSTT practitioner.
33. Maintain an awareness of, and comply with, all legal and professional obligations and NCHP & NSTT policies which apply to your practice.
34. Ensure that any communication in which you take part, and in particular your participation in social media, is carried out in a manner consistent with this Code.
35. Safeguard children and vulnerable adults, recognising your legal and moral responsibilities concerning their rights and taking appropriate action should you consider any such person is at risk of harm.

36. Ensure that you are familiar with and understand NCHP & NSTT's published policies and guidances, in particular those on Safeguarding and UKCP's policy on the Memorandum of Understanding on Conversion Therapy.
37. Challenge questionable practice in yourself or others, reporting to NCHP & NSTT potential breaches of this Code, and activating formal complaints procedures especially where there may be ongoing harm to clients or you have significant grounds for believing clients to be at risk of harm.
38. Ensure that your professional work is adequately covered by appropriate indemnity insurance or by your employer's indemnity arrangements.
39. Co-operate with any lawful investigation or inquiry relating to your therapeutic practice. Inform NCHP & NSTT if you are:
 - a. Charged with a criminal offence;
 - b. convicted of a criminal offence, receive a conditional discharge for an offence, or accept a police caution;
 - c. disciplined by any professional body or membership organisation responsible for regulating or licensing a health or social care profession; or
 - d. suspended or placed under a practice restriction by an employer or similar organisation because of concerns relating to your competence, health or practice of therapy.
40. Hypnosis shall not be used for the purposes of entertainment nor in any other way that can be construed as demeaning for the client, nor in any way that contradicts the therapist's duty of care, eg inappropriate contact (physical, sexual, social) with the client.

NOTES:

1. CPD

UKCP registrants undertake to adhere to CPD requirements of UKCP. Other members are required to be able to demonstrate having undertaken a minimum of 15 hours of Continuing Professional Development per annum.

CPD activities can include:

- Attendance at relevant conferences
- Further relevant training (live, online or distance learning)
- Participation in professional organizations
- Research or writing on relevant topics

In exceptional circumstances other activities such as journalled reading or watching of DVDs may be considered. Such circumstances may include illness, caring for a family member, having a baby.

If in doubt as to the validity of your CPD activities please check with the office in advance and keep the email of approval.

2. Supervision

UKCP registrants undertake to adhere to supervision requirements of UKCP. These requirements are held in separate documents.

All members are required to have supervision or peer support dependent on their level of experience:

- For the first three years/200 hours in practice (whichever is the longer) practitioners are required to be in a supervisory relationship with a qualified supervisor. Part of the training to become a qualified supervisor involves a recognition of the ethical requirement to ensure that one's supervisees have adequate supervision. On this basis NSHP does not specify the amount or frequency of supervision required as if this is inadequate the supervisor is open to disciplinary processes for unethical practice.
- After three years/200 hours in practice (whichever is longer) practitioners are required to either be in a supervisory relationship (as above) or be an active member of a peer support relationship. NSHP expects this relationship to provide adequate guidance and support for client work, recognizing its potential to have a negative psychological impact on the practitioner and also recognizing the potential danger of a practitioner becoming stale or to have too narrow a focus on their work.

Supervisors/peer supporters may be required, at any time, to produce a report on the participation of the supervisee, and the supervisee's standing as a registrant in good standing may be affected by this report.

3. Working online

Anyone wishing to offer online therapy must have an appropriate qualification specifically for working in this way.

¹ Such relationships could be social or commercial relationships between practitioner and client, or a supervisory or training relationship running alongside the therapeutic one.

Some Common Questions Answered

Q: Is it necessary to pay for all four stages of training in advance?

A: No. Students normally pay for the course stage by stage. Furthermore, each stage can be paid in instalments. When the full fee for each particular stage is paid on enrolment, this obviously helps keep down our administrative costs, but we recognise that not all students can do this, hence the instalment facilities. Paying by instalments involves one payment per month for the duration of the stage. There is no additional fee for this service. See p45 for details.

Q: What is meant by the term "combined attendance and home study"?

A: This means that students are able, in their own free time, to supplement the instruction they receive as part of their weekend training with the essential reading from recommended text books and from the course notes provided. In this way it is possible to devote the time spent in attendance at the tuition venue in observing demonstrations, receiving practical instruction and guidance, and listening to lectures relating to the theories involved.

Q: Will I need to buy expensive text books for the course?

A: The number of books used varies with each stage of training (students will be advised by tutors), and on all courses comprehensive lesson notes are provided. However, whenever text books are necessary it is the students' responsibility to obtain them. As books can be expensive it has always been our policy to confine our booklist to those which are readily available and, in many cases, obtainable through local and county libraries. Thus your outlay on books will be kept to a minimum commensurate with sound educational and professional training. We will also buy books from you (if on the reading list and possibly otherwise) if you no longer want them.

Q: What access shall I have to supervision during and after my training?

A: Regular course tutors and many other Full Practising Members of the National Society of Hypnosis, Psychotherapy and Mindfulness are prepared to share the benefits of their training and experience with newcomers to the profession. Consequently, access is available to a coherent, nationwide network of supervision and other support.

Q: Will I be entitled to apply for a NHS Provider Number once I have completed my training?

A: Yes, if you so wish. The old NHS Provider Numbers (now called Independent Provider Numbers [IPN]) are allocated via the National Administrative Codes Service (NACS) of the NHS Information Authority and anyone contracted to provide a service to the NHS can apply for one. The numbers are used for administrative purposes by the NHS when paying for services. An IPN will be useful if you have clients referred by local GPs and the therapy is to be paid for out of NHS funds. The addresses to which you can apply for both IPN (allocated once a NHS contract has been obtained) and BUPA Provider Numbers (for BUPA funding a client must be referred to you by a BUPA consultant) will be included in the course notes. Some organisations misleadingly present them as the NHS Seal of Approval. However, as the numbers are simply administrative devices, great care should be taken to ensure that they are not used to mislead potential clients by implying NHS or BUPA approval.

Some Common Questions Answered Cont...

Q: When I become a student of the National College, or when I complete my training, do I have to sign any contract or become involved in any franchise operation?

A: No. The work of the National College is to train students to a level of competence which enables them to offer professional services to the public or to study to the particular stage which is of interest to them. The National College does not involve itself in any form of franchising.

Q: What is my position regarding professional indemnity insurance when I establish a practice?

A: The training and study programme of the National College has been approved by a leading British insurance company. Thus practitioners, trained by or in training with the National College and joining the National Society of Hypnosis, Psychotherapy and Mindfulness, may obtain appropriate insurance, including cover for breach of professional duty, at favourable rates.

Q: Do I have to undergo psychotherapy myself prior to training?

A: The National College does not insist that any student undergoes therapy. However, provision is made for students to solve any personal problems they may be encountering and students are recommended to undertake therapy if required. A significant part of the training programme involves practical application of the techniques being taught, so all students experience the therapy which they themselves will be applying as practitioners. This principle of experiential training is considered to be important, and students are able to benefit from this while being under the care and supervision of their tutor. Applicants wishing to train to UKCP registration level should note the requirement relating to personal therapy in the fourth point on p31.

Q: Is there any help with fees?

A: Should prospective students have difficulty in raising the course fee as a one off payment, they may pay one weekend at a time. Some people hesitate attending courses on their own and are happier when training with a friend. With this in mind, we are offering the Stage One training at half price for the second person applying with a friend or colleague. Some students have found external sources of funding. If this is of interest, please contact the office.

Privacy Notice

Contact information:

National College of Hypnosis and Psychotherapy

#7, 23-24 Great James St, London, WC1N 3ES

0207 831 8801

enquiries@nchp.org.uk

www.hypnotherapyuk.net

National College of Hypnosis and Psychotherapy is the trading name of NCHP Ltd a limited company, registered in England and Wales/Scotland/Northern Ireland. Company Number 4946942. The National College includes the National Society of Hypnosis, Psychotherapy and Mindfulness (ie this does not have a separate corporate identity).

The Data Controller and Processor is Fiona Biddle.

The other Key Decision Maker is Shaun Brookhouse.

The lawful basis for processing data

The basis on which we keep data is that of "Legitimate Interests". This means that the data is necessary for us to fulfil the objectives of the College and that it is data that would reasonably be expected for us to hold and use.

Data

The data we hold includes:

- Student information
 - As provided on the forms required for entry to the course. NB data from the diversity form is added to a spreadsheet for the year and no identifiable data is added. If the form has been sent as a hardcopy it is then shredded, and if electronically the email is permanently deleted. NB this is particularly important as some elements (eg ethnicity), which we need in order to gather statistics for UKCP, are considered "special category data" and as such should not be held in an identifiable way.
 - Work submitted
 - Grades
 - Information submitted in order to achieve each level of qualification (eg self-development information)
 - Reports from tutors/supervisors
 - Financial information
 - Emails that are sent between us
 - Details of any complaints/concerns
- Member information
 - As provided on the application form
 - Financial information

- Emails that are sent between us
- Details of any complaints/concerns
- Email lists
 - Email address
 - A record of which emails have been opened etc
- Enquirers information
 - Emails that are sent between us

Sharing

Data is shared in the following situations:

- With our regulators (CNHC and UKCP) who may ask questions such as whether you are in good standing.
- Our accountant will see bank, credit card and Paypal records which will contain any information that you submit when making payment. If you would like us to redact your identifiable data before sending to the accountants then please let us know.
- With venues who may need an attendee list for their own regulations
- Within the organisation, eg with tutors and assessors. Fellow students will be able to see email addresses of those on the same stage of training in Dropbox.

The data is primarily used to enable us to provide the service(s) that you have engaged us to provide. It may also be used scientific research purposes and statistical purposes.

Details of where data is held:

- Any emails are held either on our computer's hard drive or if archived in Dropbox which is secure cloud based storage which is itself GDPR compliant.
- Student information is also held in Dropbox.
- Credit card information is shredded as soon as processed.
- Standing order mandates are shredded and/or deleted as soon as payments start to come through.
- If you use Paypal, standing orders or online banking then clearly these systems will hold your data. We will download from these systems for accounting purposes and the resulting spreadsheets are held in Dropbox. When sent to our accountants, they will be password protected.
- Email addresses are held within our email processing software, Icontact which is itself GDPR compliant.

Student data is kept for 40 years. The length of time is based on the likely length of career during which time you may need us to confirm your training. Member information is kept for as long as the person remains a member. Enquirer information is kept for three years. After this time any paper records are shredded and computer records permanently deleted.

Security

The National College takes the security of data seriously and as such:

- All data is held securely (see details of where data is held above)

- Any sensitive data transmitted is sent encrypted where possible
- For accounting purposes Excel spreadsheets are used

However, we are not in control of data (including emails) which you send us.

The National College employs an administrative assistant, assessors and tutors. We also have a Complaints Officer and various other named roles. All are trained in the use of data according to our systems and this training will be regularly updated.

If there is any breach of data security, the National College will give full details to the Information Commissioners Office and any person affected within 72 hours of the breach and do all possible to minimise any potential impact.

Rights

You have rights with regards to the data held:

- The right of access. We will provide you with all data we hold on you as soon as we can following a request (and definitely within 30 days, unless this is impossible due to holidays or illness). NB: if you are a student then most data is held in a Dropbox to which you already have access.
- The right to rectification. If any data we hold is incorrect, just let us know and we will correct it as soon as we can following a request (and definitely within 30 days, unless this is impossible due to holidays or illness).
- The right to erasure. If you wish us to erase your data just let us know and we will delete any computer records and shred any paper records as soon as we can following a request (and definitely within 30 days, unless this is impossible due to holidays or illness). Data may be retained for scientific research, historical research or statistical purposes where erasure is likely to render impossible or seriously impair the achievement of that processing but this would never include data such as address/email/phone. NB if you are a student/graduate then erasure of your data will mean that we will not, in any circumstance, be able to confirm your status/qualification. Please carefully consider the implications of this before requesting erasure. You may choose partial erasure, eg to delete contact information only.
- The right to restrict processing. This would usually be a stop-gap measure before correction of any errors or before erasure
- The right to data portability. This might apply if you want your notes sent to another school for example, but it is likely that the easiest solution would come under the right to access, ie we would send the data to you.
- The right to object to:
 - processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling). The National College does not engage in these things
 - direct marketing. You can opt-out at any time.
 - processing for purposes of scientific/historical research and statistics. For this, you must provide grounds for your objection.
 - automated decision making and profiling. The National College does not engage in automated decision making or profiling

A guide to enrolling:

Please read this prospectus carefully. If there is anything you are not clear about, or have any queries about any aspect of National College training, please contact us on +44(0)207 831 8801 or via enquiries@nchp.org.uk

Decide which venue you would like to attend. A list of venues and dates is available on the website. Full information about the venue and times etc will be sent to you on acceptance on the course.

If your preferred course starts within the next three months, complete the enclosed Student Application Form and Course Enrolment Form and return the two forms along with two passport style photos (or a jpeg or similar if emailing) and payment.

If your preferred course does not start within the next six months, or the dates are not yet available for your chosen venue, simply complete and return the enclosed Student Application Form. Your application will be processed and, if successful, you will

When your forms are received by the Office, your references will be taken up and your application considered. You may be asked for further information, or to attend an interview.

If your application is successful, you will be offered a place on your preferred course if a place is available, or, if the course is full, on the next available course. Your payment will be processed and you will be sent your kindle and access to course materials.

If your application is unsuccessful, we will write to you and return, in full, any payment that you sent with your application. We may also make recommendations about suitable training that we consider would be beneficial for you to undertake before re-applying.

You should make any travel / accommodation plans and read through the notes for the first weekend in plenty of time. If you have any last minute queries, please ask and we will be happy to help.