

Managers form for the CBT Certificate

Thank you for taking the time to look over this contract.

For the CBT training to be effective those undertaking it will need the support of their managers. We require the signature of a manager on this form before a student can be accepted onto the programme of study. In signing the form you agree to meet the needs of the trainee which are documented below:

Trainees will be required to source suitable clients for the training, which are individuals experiencing depression and anxiety disorders of a mild/moderate level of presentation. Your support in this process as to suitability is paramount.

Please indicate if you are able to support the trainee with this criterion: Yes/ No

Trainees will need to achieve a minimum of 100 hours of clinical practice by July. In order to achieve this trainees usually need to see a minimum of 4 CBT clients a week (accounting for missed sessions, client's holiday and trainees leave).

Please indicate if you are able to support the trainee with this criterion: Yes/ No

Trainees also need time allocated for self-directed study. There is an expectation that trainees engage with a minimum of 125 hours of self-directed study. This is monitored. Study days are timetabled into the academic year to support the trainee to achieve this, making the most of this study time is imperative to the training.

Please indicate if you are able to support the trainee with this criterion: Yes/ No

Trainees are expected to attend 100 hours of teaching over the year. This occurs on a Wednesday most weeks, though we don't offer study days during half terms and holidays. We would appreciate manager's awareness of the attendance expectations in considering leave applications during this period.

The trainees will be expected to write 2 case reports, one for a client with depression and one for a client with an anxiety disorder taught on our programmes. These are; Panic Disorder, Specific Phobia, Health Anxiety, OCD, Social Anxiety Disorder, PTSD, GAD and Agoraphobia. The trainees will obtain 5 hours of supervision related to each case report (the client must have been brought to supervision a minimum of 5 times). Trainees will require a minimum of 10 hours of BABCP accredited supervision as a requirement. They will also need to continue with caseload supervision undertaken with an appropriate line manager.

Please indicate if you are able to support the trainee with this criterion: Yes/ No

Trainees will need to meet each client for a *minimum* of eight sessions and at least some cases they will need to see a client for the number of sessions suggested by the evidence base e.g. 16 sessions for moderate depression. For a case report to be submitted, the trainee must have conducted a minimum of 7 treatment sessions at time of submission.

The submission dates for the above case reports are January for Depression and April for the Anxiety disorder. Candidates will need to be seeing appropriate cases sufficiently in advance of this date and to see them for the recommended number of sessions in order to enable time for writing up. We would also recommend seeing more than one, i.e. 2 depression cases and 2 anxiety disorder cases in case issues arise with their treatment that prevents completion.

The trainee may or may not have a core profession within which they are governed by statutory regulations. Whilst undertaking CBT work the student will also have a duty under the British Association of Behavioural and Cognitive Psychotherapy (BABCP) Code of Conduct to maintain necessary standards. Trainees will be required to obtain student membership of the BABCP once enrolled on the programme.

This contract notes that the University, workplace and supervisor all work together and therefore communication between the parties is encouraged. Please note that should you have any concerns these can be discussed with the course lead on williamsJ147@cardiff.ac.uk. Should any party have any concerns about the trainees conduct or practice this should be raised appropriately between the parties involved.

Please note that the two-year rule applies to anyone completing the Diploma. A trainee can complete the Certificate and still apply to the Clinical Psychology Doctorate or the CAAPS MSc, however, if a trainee completes the Diploma there is a 2-year period that must lapse between the completion of the Diploma and the application for further HEIW or HEE funded training.

Please note that an applicant will not be offered an interview without the prior completion of this form.

Name of CBT Student	
Name of Manager	
Manager's email address	
Signature of Manager	
Date	

For queries about this form please contact cbt-admin@cardiff.ac.uk