

Guidelines for HGI Registration Panel

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Purpose of the HGI Registration Panel

The primary purpose of the HGI Registration Panel is to protect the public by ensuring that only qualified and professionally competent individuals proceed to registration with the Human Givens Institute. In so doing, the Panel will seek to verify that all applicants applying to join the HGI Professional Register of qualified therapists meet the professional and ethical standards as set out in the HGI Code of Ethics and Conduct: <https://www.hgi.org.uk/about-hgi/ethics-and-conduct>

HGI Professional Register – eligibility criteria

Part 2 HG Diploma graduates wishing to join the HGI Professional Register must:

a) successfully complete the five-day Human Givens Part 3 training course, gaining the award of HG Dip P;

OR

b) be certified as competent to practise following assessment of two filmed therapy sessions, again gaining the award of HG Dip P.

Note: Route b) is open to those who completed the Part 2 Diploma between Jan 2017 and Oct 2018. Those completing the Part 2 Diploma course from 2019 onwards will be required to undertake route a). Part 2 HG Diploma graduates who completed the Part 2 Diploma prior to 2017 will be required to repeat certain aspects of the training and only route a) is open to them.

Membership of the HGI Registration Panel

All applications to join the HGI Professional Register will be assessed by the HGI Registration Panel, which will consist of two representatives of the HGI Registration and Professional Standards Committee (RPSC) and an HG College tutor who delivered the Part 2 course attended by the applicant.

Note: Panel meetings will be chaired by one of the RPSC representatives.

Application Process

Part 3 graduates wishing to join the HGI Professional Register must submit their completed Practising Membership Application Form (to include evidence of any non-HG qualifications specified), together with a completed Fitness to Practise Declaration form and HG Practitioners' Online Register Entry Form (for use only if the application is successful), and two professional references to the HGI Membership Secretary.

Role of HGI Membership Secretary

On receipt of an application, the HGI Membership Secretary will notify the RPSC Coordinator and the designated Registration Panel consultant that an application has been received, providing copies of the following documents:

- Practising Membership Application Form
- HG Practitioners' Online Register - Entry Form
- Fitness to Practise Declaration form
- Professional indemnity insurance certificate
- Answers to three questions relating to ethical practice. Note: These questions will relate to business practice, clinical practice and professional boundaries. To maintain the integrity of the process, the questions will be varied over time.
- Week 3 assessment report, or Part 3 assessor's report (filmed sessions route)
- Week 3 supervision report. (Or Part 3 supervision report, where applicable.)
- Two professional references
- Candidate's Part 2 exam result
- Current supervision agreement with candidate's current HGI accredited supervisor
- Candidate's supervision and CPD record.
- Copies of qualification certificates provided by the candidate.

Panel Meetings - Preparation

On receipt of an application to join the HGI Register, the panel members will consider the documents provided by the HGI Membership Secretary with the aim of forming a view as to whether the candidate has met the required standard for registration as human givens therapist.

Panel Meetings - Consideration of applications:

1. Conflict of interest declaration procedure:

Where a panel member identifies a potential conflict of interest, they must declare this and withdraw from the process. This must be noted in the record of the meeting.

Note: In the main, a potential conflict of interest will occur where a panel member has a close professional or personal relationship with an applicant.

2. Communication between Registration Panel members

Communication will be conducted by email correspondence, and if necessary, via an electronic audio/visual platform.

Note: Where the need arises to refer to sensitive personal information regarding a particular candidate, this will be communicated via email in anonymised form in advance of the meeting.

3. Proceedings of the Registration Panel

The Panel members will refer to the information in their possession (i.e. as set out on page 2 above), concluding with their assessment as to whether or not that individual is a 'fit and proper' person to become a Registrant of the HGI.

Criteria for decisions of the Panel:

To be eligible to apply for entry to the HGI Register, Part 2 Diploma graduates must have successfully completed the Human Givens Part 3 Post Graduate Diploma.

In reaching its decision, the Panel will assess applicants' fitness to join the HGI Register in relation to the following:

Fitness to Practise Declaration

The applicant's Fitness to Practise Declaration must verify that:

- they have no criminal convictions. If an applicant indicates that they have unspent criminal convictions relating to sexual offences, violence, drug trafficking, or fraud, this will invalidate their application and they will be informed accordingly. In addition, their membership of the HGI will be terminated. Minor unspent convictions, such as driving offences, will be considered on their merits and, where relevant, in light of the applicant's professional references.
- there are no pending or current complaints or court or disciplinary proceedings against them. If an applicant indicates that they are or have been subject to the above, in reaching its decision the Panel will consider the nature and outcome of the matter. Rulings indicating that the applicant is not a fit and proper person to join the HGI Register will invalidate their application. Such rulings would include those relating to dishonesty, professional competence or professional misconduct. Where a case against an applicant is in progress, the application will be suspended until the outcome is known, at which point it will be reconsidered in light of the ruling.
- they have not been struck off another professional register. If an applicant indicates that they have been removed from another register, the application process will be terminated, as will their membership of the HGI.
- they have suitable professional indemnity insurance. Note: The Panel will examine the copy of the applicant's certificate of insurance provided by the HGI Membership Secretary. If this proves to be invalid, the application process will not be concluded until the matter is rectified.
- they have read and understood the HGI Code of Ethics and Conduct, complaints procedure and associated guidance.
- that they have not breached the provisions of the HG Code of Ethics and Conduct.
- that they have mental and physical capacity to practise safely and effectively as a human givens therapist. If it comes to light that an applicant has a health condition with the potential to affect their fitness to practise (i.e. a serious physical or mental illness), the Panel will require written confirmation from their GP or other medically-qualified professional to the effect that they have the capacity to practise safely.

Practising Membership Application Form

The Panel will ensure that the applicant has provided suitable evidence to support the validity of any non-HG qualifications specified on the form, e.g. copies of diplomas or certificates.

Part 3 Post Graduate Assessment

Where a candidate has completed the five-day Part 3 training course, the Panel will take into account the tutor's assessment report and the report provided by their supervisor. In addition to the above, the Registration Panel will ask the candidate's tutors to comment on their fitness to join the HGI Register.

Where a candidate has submitted filmed therapy sessions for assessment, the Panel will examine the Part 3 Assessment Form, the assessor's written feedback and the related Part 3 supervision report produced by their contracted supervisor.

In doing the above, the Panel will be alert to any inconsistencies or discrepancies, seeking further clarification from the relevant parties where necessary.

Based on the outcome of the above process, the Panel will decide whether or not the applicant has demonstrated sufficient professional competence to join the HGI Register.

The Panel will also consider the two professional references provided by the candidate. (These will help inform the Panel as to the character and reputation of the candidate.)

Supervision Report

The Panel will consider the written report provided by the applicant's contracted supervisor.

CPD Record

The Panel will consider the applicant's CPD record, a copy of which will be provided by the HGI Membership Secretary. The panel will verify that the applicant has completed a sufficient number and variety of CPD-related activities, as specified in the CPD section of the Professional Members Area of the HGI website. If an applicant is judged not to have met the CPD criteria, their application will be suspended until they have rectified the matter.

Part 2 Diploma Course tutor's feedback

The Panel will take account of the Part 2 Diploma Course tutor's feedback in relation to their experience of the applicant during the course and their Part 2 written examination results.

Note: Clearly, the tutor's feedback can, by definition, relate only to the duration of the Part 2 Diploma course. It is therefore possible that a student could make good progress following the course, despite not having demonstrated all the desirable qualities during the course. In such cases, provided that their supervision and Part 3 assessment reports indicate a satisfactory standard of professional competence and

knowledge, and that they have satisfied all other criteria outlined in this document, the Panel may see fit to admit them to the Register.

The Applicant's response to the ethics-related questions

The applicant's answers to the three ethics-related questions as described on page 2 above will help inform the decision of the panel.

Final Decision of the Panel

1. Decisions of the Panel:

Decisions on whether or not to admit applicants to the HGI Register will be based on the outcome of the deliberations as set out above. Where an application is a borderline case, or any recommended refusal to admit to register, a Panel consisting of no less than 3 RPSC members shall be convened to review the Coordinator's and consultant's recommendation.

2. Recording of decisions:

A member of the panel will be designated to record the decisions of the panel, including reasons for the decision reached. Subsequently, the above individual will distribute the record to the other panel members.

3. Notification of decisions:

The RPSC representative will communicate the decisions reached to the HGI Membership Secretary, who in turn will inform the applicant concerned, making the necessary arrangements to admit them to the HGI Professional Register, if successful.

4. Failed applications:

Where the panel decides that an applicant is unsuitable for entry to the HGI Professional Register, the Panel will give full reasons for the decision in writing, again via the HGI Membership Secretary. The individual concerned will be advised that they can appeal against the panel's decision if they wish (see below).

Re-entry to HGI Professional Register

A practitioner who has been retired from the HGI Professional Register, or whose membership has lapsed for a period of more than three months, may be granted re-entry. This can be done through re-application to the HGI. Each application will be considered on a case by case basis and a practitioner may be required to fulfil certain conditions to be accepted for re-entry. See <https://www.hgi.org.uk/sites/default/files/hgi/HGI-Professional-Registration-Policy.pdf>

Re-entry of practitioners who have been removed from the Professional Register following a finding of professional incompetence or unacceptable professional conduct

Where a member of the HGI has been removed from the register following the adjudication of a complaint that found there to have been either professional incompetence or unacceptable professional conduct, the therapist concerned may

not reapply for membership until two full years have elapsed since the date of their removal.

Practitioners seeking re-entry to the HGI following a finding of either professional incompetence or unacceptable professional conduct must submit an application for re-entry as set out in the HGI policy 'Re-admittance of Members Subject to Serious Disciplinary Outcomes' – see <https://www.hgi.org.uk/about-hgi/become-member/re-admittance-members>

The Registration Panel reserves the right to require applicants for re-entry to meet certain conditions, for example additional CPD or supervision either before or after readmittance.

With regard to suspensions from the register the duration of these are at the discretion of the RPSC, depending on the individual circumstances of the case.

Appeals against decisions of the HGI Registration Panel

Appeals against unsuccessful applications will be heard by the External Oversight Committee for Human Givens Therapy (EOC). The EOC's decision will be final. The HGI Membership Secretary will notify the RPSC Coordinator and a Co-Chair of the RPSC of any intentions to appeal, who in turn will notify the EOC. The Registration Panel will provide the EOC with all the information it needs to consider the appeal.

Note: An unsuccessful candidate may appeal only where they believe that in reaching its decision the HGI Registration Panel has failed to follow due process, as set out in the HGI Professional Registration Policy at <https://www.hgi.org.uk/sites/default/files/hgi/HGI-Professional-Registration-Policy.pdf>

For further information, see the EOC appeals procedure and appeal notification form at appendices 8 and 9 of the HGI Code of Ethics and Conduct at <https://www.hgi.org.uk/about-hgi/ethics-and-conduct>