



The Human Givens Institute

Guidelines for HGI Registration Panel

(Author: Ian Thomson 3.17. Last updated 10.18)

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: <http://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 prior to 2018. Those completing the Part 2 Diploma course from 2018 onwards will be required to undertake route a). [CHECK]

Membership of the HGI Registration Panel

The panel will consist of:

- two representatives of the HGI Registration and Professional Standards Committee (RPSC), to include the HGI Registrar/Chair of the RPSC and the Deputy Chair, or where one of the above is not available, another member of the RPSC. 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 HGI Registrar and the Deputy Chair of the RPSC that an application has been received, providing copies of the documents specified above, together with copies of the applicant's Part 3 Assessment Report, related supervision report, two professional references, supervision contract, CPD records and certificate of indemnity insurance. For candidates who gained their HG Dip P qualification via route b) (assessment of filmed sessions), the Part 3 assessor's report will be required, together with the Part 3 supervisor's report.

Panel Meetings: Preparation

On being notified by the HGI Membership Secretary that an application to join the HGI Register has been received, the HGI Registrar/Chair of the RPSC will form a Registration Panel with a view to assessing the application.

In preparation for panel meetings:

- The RPSC representative(s) will scrutinise the documents provided by the HGI Membership Secretary. In addition, the RPSC representatives will ask the applicant to answer in writing two ethics-related questions, one on a clinical case (hypothetical or actual) the other on business practice. Note: To maintain the integrity of the process, these questions will be varied over time.
- The RPSC representative(s) will obtain a written report from the applicant's contracted HG supervisor, outlining their assessment of the applicant's suitability to enter the HGI Register and to practise as a human givens therapist.

Meetings and Decisions of the Registration Panel

- **Format:** Meetings will be conducted 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.

- **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.
- **Conduct of meetings:** The Panel members will refer to the information in their possession (as described under the 'Preparation' heading above), together with their experience of the individual concerned where relevant, 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

Note: 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 account the tutor's assessment report and the report provided by their supervisor.

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. The report will cover the supervisor's assessment of the applicants' suitability to enter the HGI Register and practise as a human givens therapist.

The Panel will take into account the contents of the supervisor's report when reaching its decision as to the suitability of the applicant to join the HGI Register. In cases where the report indicates that the applicant requires further work, the Panel will advise them accordingly, adding that they can re-apply to join the Register when they have a satisfactory supervision report.

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

As set out under the 'Preparation' heading above, applicants will be asked to provide in writing their answers to two ethics-related questions set by the HGI Registrant/Chair or the Deputy Chair of the RPSC. These answers will be considered by the Panel and will help to inform its final decision.

Final Decision of the Panel

- **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. Whilst consensus is desirable, a majority decision is acceptable. Where the panel is split, the Chair of the meeting, i.e. the HGI Registrar (or Deputy Chair of the RPSC) will have the casting vote.
- **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.
- **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.
- **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.

A practitioner who has been removed from the Professional Register following a finding of professional incompetence or unacceptable professional conduct may also be granted re-entry in certain circumstances. This must also be done through re-application and can only be considered after a period of 12 months has elapsed following removal. 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.

The criteria for re-entry will depend on the individual circumstances of the application and will be the decision of the Registration Panel. The Registration Panel reserves the right to require applications for re-entry to meet certain conditions, for example additional CPD or supervision either before or after re-admittance.

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 HGI Registrar and the Deputy 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 and in this document – see <http://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. (See *appendices 7 and 8 of the HGI Code of Ethics and Conduct* at <http://www.hgi.org.uk/about-hgi/ethics-and-conduct>)