



The Human Givens Institute

HGI Professional Register Policy

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Introduction

The HGI Registration and Professional Standards Committee (RPSC) was established in 2014, replacing the HGI Ethics and Complaints Committee (ECC). The remit of the RPSC can be viewed at www.hgi.org.uk/about-hgi/organisational-structure/hgi-registration-and-professional-standards-committee-rpsc

An important feature of the RPSC's remit is to maintain a publicly accessible Register of practitioners, and in relation to this, ensure that entry to the HGI Professional Register is based on the standards established by the Board of the Human Givens Institute, as set out in the HGI Code of Ethics and Conduct: <http://www.hgi.org.uk/about-hgi/ethics-and-conduct>.

This policy document outlines the process for entry to the HGI Professional Register and provides clear criteria for the benefit of applicants for entry or re-entry to the HGI Register and for the HGI Registration Panel when assessing such applications. It is not intended to restrict the Registration Panel from exercising its own judgement. The policy is supplemented by a set of more detailed guidelines (*Guidelines for HGI Registration Panel*), which can be viewed at <http://www.hgi.org.uk/sites/default/files/hgi/Guidelines-for-HGI-Registration-Panel.pdf>

Gaining entry to HGI Professional Register.

To apply to join the HGI Professional Register an applicant must have:

1. Successfully completed Stage 3 of the Human Givens Diploma, gaining the award of HG Dip P.
2. Completed the Fitness to Practise Declaration stating whether the applicant:
 - a. has any criminal convictions or is subject to criminal proceedings
 - b. has any pending or current complaints with regard to professional practice
 - c. is subject to any legal, court or disciplinary proceedings
 - d. is a member of any other professional register
 - e. has ever been struck off another professional register

- f. has a DBS Disclosure
- g. has and will maintain professional indemnity insurance with a minimum cover of £1million
- h. has the mental and physical capacity to practise safely as a human givens therapist
- i. has read and agreed to adhere to the latest published edition of the Human Givens Institute's Code of Ethics and Conduct see: <http://www.hgi.org.uk/about-hgi/ethics-and-conduct>
- j. complies with HGI data protection guidelines see: <http://www.hgi.org.uk/private-practice/essential-information/data-protection> (*members area - login required*)
- k. complies with the current supervision requirements see: <http://www.hgi.org.uk/supervision/supervision-policy> (*members area - login required*)
- l. complies with the current CPD policies <http://www.hgi.org.uk/continual-professional-development-cpd> (*members area - login required*)

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.

In assessing and deciding on applications to join the Register, the Panel will consider the following:

- HG College tutor's feedback
- HG College Part 2 Diploma exam results
- A report from the applicant's HGI Supervisor
- a) Tutor's assessment report relating to the candidate's performance on the five-day HG College Part 3 training course; or b) HG College Part 3 assessor's written appraisal of candidate's DVD sessions and report.
- the applicant's answers to two therapy/ethics-related questions
- Any other information deemed relevant to the application
- Note: Where appropriate, relevant past experience may be taken into account by the Panel.

Where an application is unsuccessful, the Panel will write to the applicant, giving full reasons for its decision.

Appeals against unsuccessful applications will be heard and adjudicated by the External Oversight Committee for Human Givens Therapy (EOC), whose decision will be final. 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 this policy document and in the *Guidelines for HGI Registration Panel*. 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>)

Requirements relating to the display of registered practitioners' details on the online HGI Professional Register

Details of all registered practitioners must be displayed on the online HGI Professional Register. Note: In exceptional cases a Registrant's details may be omitted from the Register, where for example, displaying their details might put them at risk. In such cases the HGI Membership Secretary will hold their details on file and deal with any enquiries from clients or the public, liaising with the Registrant and the Registration and Professional Standards Committee (RPSC) as appropriate.

Registrants not in private practice

Where a Registrant is employed by an organisation and does not practice privately, their details will be displayed on the online Register, together with a note to the effect that they do not take private clients.

Retired and 'lapsed' Registrants

Details of retired Registrants and those who have allowed their HGI membership to lapse will be displayed on the online Register for a period of two years after the date of their retirement or lapsed renewal date. Note: The individual's name, HGI reference number and nearest town only will be displayed, together with a note to the effect that they have retired or that their membership has lapsed.

Deceased Registrants

A deceased member's details can also remain on the register for a period for two years. If it comes to the notice of the HGI that this is causing distress to the deceased member's relatives, the details will be removed.

Removal or suspension from the HGI Professional Register

Where a member has been removed from the Register on the grounds of professional misconduct or incompetence, their details will remain on the Register for a period of five years, together with a notice making clear the fact of their removal and details of the circumstances leading to their removal.

The above will also apply if a member found to have been in grave breach of the HGI Code of Ethics and Conduct resigns from the Register before they can be removed.

Where a member has been suspended from the Register on the grounds of professional misconduct or incompetence, their details will remain on the Register, together with a notice to the effect that their membership has been suspended pending the outcome of an investigation.

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.

As stated on page 2 of this document, appeals against unsuccessful applications will be heard and adjudicated by the External Oversight Committee for Human Givens Therapy, whose decision will be final. 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 this policy document and in the *Guidelines for HGI Registration Panel*. 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>)