

HGI Registrations Policy

HGI Professional Register Policy
July 2015

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Introduction

The Human Givens Institute (HGI)'s Registration and Professional Standards Committee (RPSC) was established in 2014, replacing the HGI Ethics and Complaints Committee (ECC).

The remit of the RPSC can viewed at

<https://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 ensure that entry to the HGI Professional Register is based on the standards established by the Board of the HGI, as set out in the HGI Code of Ethics and Conduct: <https://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 RPSC when assessing such applications.

Gaining entry onto the HGI Professional Register as a Member of the Human Givens Institute (MHGI) / MHGI (Accred) / MHGI (Snr Accred)

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

1. Successfully completed Part 3 of the Human Givens Diploma, gaining the award of HG Dip P.
2. Completed the Fitness to Practise Declaration stating whether the applicant:
 - has any criminal convictions or is subject to criminal proceedings
 - has any pending or current complaints with regard to professional practice
 - is subject to any legal, court or disciplinary proceedings
 - is a member of any other professional register
 - has ever been struck off another professional register
 - has a DBS Disclosure
 - has and will maintain professional indemnity insurance with a minimum cover of £1million
 - has the mental and physical capacity to practise safely as a Human Givens therapist
 - has read and agreed to adhere to the latest published edition of the Human Givens Institute's Code of Ethics and Conduct see: <https://www.hgi.org.uk/about-hgi/ethics-and-conduct>

- complies with HGI data protection guidelines see: <https://www.hgi.org.uk/general-data-protection-regulation-gdpr> (members area - login required)
- complies with the current supervision requirements see: <https://www.hgi.org.uk/about-hgi/ethics-and-conduct/supervision-policy>
- complies with the current Continual Professional Development (CPD) policies <https://www.hgi.org.uk/continual-professional-development-cpd> (members area - login required)

The Role of the RPSC when Assessing Applications

All applications to join the HGI Professional Register will be assessed by the RPSC. If a Co-chair identifies a potential conflict of interest, they must declare this and withdraw from the process. 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.

In assessing and deciding on applications to join the Register, the RPSC will consider the following in the case of an MHGI application:

- Human Givens College tutor's feedback
- Human Givens College Part 2 and Part 3 Diploma exam results
- A report from the applicant's HGI Supervisor (or past Supervisors if appropriate)
 - 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 three 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 RPSC will, via the Registrations Secretary, 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), see below.

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 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: Only the individual's name, HGI reference number and nearest town 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 (the individual's name, HGI reference number and nearest town only will be displayed, together with a note to the effect that they are deceased) can also remain on the Register for a period of 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 retired from the HGI Professional Register, or whose membership has lapsed, may be granted re-entry. The Policy on re-admittance can be found at: <https://www.hgi.org.uk/sites/default/files/hgi/Policy-for-those-Registrants-wanting-to-return-to-practice-after-a-period-away.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 RPSC reserves the right to require applicants for re-entry to meet certain conditions, for example additional CPD or supervision either before or after readmittance.

Appeals against decisions of the HGI RPSC

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 intention to appeal, who in turn will inform the EOC. The RPSC 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 (*this document*).

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>