**NATIONAL COUNCIL FOR HYPNOTHERAPY**

**HYPNOTHERAPY IN PRACTICE DIPLOMA**

**Assessment Tracker**

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| **KEY INFORMATION** | |
| **Student name** |  |
| **Training school** |  |
| **Tutor name** |  |
| **Date of registration** |  |
| **Assessor name** |  |
| **Date of assessment** |  |
|  |  |

**Assessment guidance for learning outcomes**

Types of evidence are:

* Written or audio question paper
* Case studies
* Professional discussions
* Reflective journals (optional/supplementary)
* Practice logs (optional/supplementary)
* Audio or video client sessions (optional/supplementary)

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| **SECTION 1**  **Understanding hypnotherapy theory and the main therapeutic approaches used in modern hypnotherapy. The learner will:** | | **Page** | **Assessor initials, date & comments** |
| **1.01** | Compare how the models and concepts in approaches to therapeutic practice have evolved and developed and how these have tended to change with time |  |  |
| **1.02** | Examine the similarities and differences between different models and concepts of therapy and hypnotherapy |  |  |
| **1.03** | Compare the key psychological theories which influence practice and why |  |  |
| *Assessment guidance: This should include reference to major theories, for example:*   * *Psychodynamic* * *Transactional* * *Humanistic* * *Existential* * *Cognitive* * *Behavioural* * *Solution focussed therapy* * *Analytical* * *NLP* * *Mindfulness* | |  |  |
| **1.04** | Provide an explanation of the following techniques and approaches and give examples of how and when a therapist may use them:   1. Direct suggestions 2. Indirect suggestions 3. Metaphors 4. Ericksonian therapy 5. Neuro linguistic programming (NLP) 6. Analytical therapy 7. Regression therapy 8. Cognitive behavioural therapy 9. Solution focussed therapy 10. Parts |  |  |
| **1.05** | Analyse when and why a therapist may use different methods of practice, identifying what the advantages and limitations may be with reference to individual client needs |  |  |
| **1.06** | Demonstrate understanding of psychosis and how to manage it in practice by explaining and giving examples where applicable |  |  |
| **1.07** | Demonstrate understanding of the stress response and how to manage it in practice by explaining and giving examples where applicable |  |  |
| **1.08** | Demonstrate understanding of conscious and unconscious processes and how to manage them in practice by explaining and giving examples where applicable |  |  |
| **1.09** | Demonstrate understanding of induced and spontaneous strong emotional responses (e.g. abreaction) and how to manage them appropriately and how to manage it in practice by explaining and giving examples where applicable |  |  |
| **1.10** | Demonstrate understanding of suggestibility tests and how to manage them in practice by explaining and giving examples where applicable |  |  |
| **1.11** | Demonstrate understanding of depth scales and how to manage them in practice by explaining and giving examples where applicable |  |  |
| **1.12** | Demonstrate understanding of transference and counter transference and how to manage it in practice by explaining and giving examples where applicable |  |  |
| **1.13** | Demonstrate understanding of client resistance and how to manage it in practice by explaining and giving examples where applicable |  |  |
| **SECTION 2**  **Understanding ethical and professional issues and how to manage these in practice** | | **Page** | **Assessor initials, date & comments** |
| **2.01** | Evaluate the key elements of the NCH codes of ethics and practice and professional standards |  |  |
| **2.02** | Evaluate the scope and limits of their competence as a hypnotherapist |  |  |
| *Assessment guidance: This should include reference to points such as*   * *The extent of your own remit as a practitioner and the limits of your responsibilities* * *When and why a therapist may seek advice or involvement from other practitioners or refer on* * *Where the therapist’s responsibility starts and ends* * *How your own role relates to other health and social care practitioners* * *An awareness of safeguarding* | |  |  |
| **2.03** | Evaluate the role of CPD, Supervision and reflective practice in maintaining professional standards |  |  |
| *Assessment guidance: This should include reference to points such as:*   * *How to evaluate the effectiveness of your own actions and learn from experience* * *Why it is important to reflect on your own practice and identify any development needs* * *The importance of maintaining your own development and keeping up to date with current practice in your profession* * *The importance and structure of formal supervision* | |  |  |
| **2.04** | Evaluate the extent and limits of confidentiality in hypnotherapy |  |  |
| *Assessment guidance: This should include reference to points such as:*   * *Recognising and maintaining the client’s right to confidentiality* * *Keeping records to protect confidentiality and security of information* * *Legislation relating to obtaining, storing and using information and supplying services* * *Who has right of access to information held in records and when this may be requested* | |  |  |
| **2.05** | Evaluate the legal issues relating to the practice of hypnotherapy |  |  |
| *Assessment guidance: This should include reference to points such as:*   * *What circumstances may indicate a need for an escort/presence of a third party* * *What is meant by ‘implied’ and ‘informed’ consent and the circumstances when these may arise* * *When to touch a client and when not* * *Identifying safeguarding issues and the relevant process* | |  |  |
| **2.06** | Evaluate the common ethical dilemmas in the practice of hypnotherapy |  |  |
| *Assessment guidance: This should include reference to points such as:*   * *Issues with guarantees and success rates* * *Reasons there may be for discontinuing therapy treatment programme with a client* * *How to respond if a client receives conflicting advice from different practitioners* | |  |  |
| **SECTION 3**  **Understanding how to assess and prepare clients during the initial consultation** | | **Page** | **Assessor initials, date & comments** |
| **3.01** | Analyse why it is important to gather sufficient, valid and reliable information from each client at the initial consultation to establish suitability for treatment (including previous and present care, physical and psychological health) |  |  |
| **3.02** | Analyse the circumstances when you may choose not to accept a client |  |  |
| **3.03** | Explain the circumstances when you must not treat a client |  |  |
| **3.04** | Analyse how to recognise conditions for which hypnotherapy is incomplete in itself, is contra indicated and for which the client should seek advice from other sources |  |  |
| **3.05** | Explain how to provide an appropriate assessment environment for the client and the importance of doing so |  |  |
| **3.06** | Demonstrate how to clarify and confirm the client’s (and any companion’s) understanding of the assessment process |  |  |
| **3.07** | Demonstrate an understanding of the importance of agreeing the logistics (e.g. fees, location, timings) of the hypnotherapy treatments with the client and the factors which may intervene and alter plans |  |  |
| **3.08** | Analyse the risks and limitations of online therapy |  |  |
| **3.09** | Explain how to select the appropriate assessment method for the client and include a description of the different approaches which may be used |  |  |
| *Assessment guidance: This should include reference to points such as:*   * *Open and closed questioning* * *Direct and non-direct* | |  |  |
| **3.10** | Explain the subjective unit of distress scales (SUDS) and how they may be used |  |  |
| **3.11** | Analyse and interpret the client’s initial approach and manner, and identify their needs |  |  |
| **3.12** | Demonstrate how to illicit valid and reliable information about the client, determine its importance and formulate an initial hypothesis |  |  |
| **3.13** | Demonstrate the importance of recording client information accurately and in sufficient detail to use for assessment purposes |  |  |
| **3.14** | Explore how to ascertain whether the use of online therapy is suitable to meet the particular need(s) of the client |  |  |
| **3.15** | Analyse the importance of maintaining a professional appearance |  |  |
| **3.16** | Demonstrate how to ensure a professional approach is apparent from the client’s first contact |  |  |
| **3.17** | Analyse the importance of fostering a rapport with the client |  |  |
| **3.18** | Demonstrate how to develop a working alliance with the client |  |  |
| **3.19** | Evaluate how to utilise appropriate self-disclosure |  |  |
| **3.20** | Evaluate how to recognise and overcome barriers to communication |  |  |
| **3.21** | Analyse how to achieve effective communication through observation, sensitive questioning and listening |  |  |
| **3.22** | Analyse what forms of verbal and non-verbal communication are available and how to use these positively |  |  |
| **3.23** | Analyse how to check understanding with the client by reading and using a variety of signals |  |  |
| **3.24** | Explains how to position the therapist and client to encourage communication |  |  |
| **3.25** | Analyse why certain environments can inhibit communication and how to minimise this in practice, giving examples where applicable |  |  |
| **3.26** | Analyse why it is important to encourage the client (and any companions) to ask questions, seek advice and express any concerns |  |  |
| **3.27** | Examine the importance and nature of a professional therapeutic relationship and how to develop it with clients |  |  |
| **3.28** | Demonstrate an understanding of the nature of disability and the therapist role in working with those who have disabilities |  |  |
| **3.29** | Demonstrate an ability to break down the rationale and explanation for hypnotherapy treatment |  |  |
| **3.30** | Demonstrate how to explain hypnosis to the client |  |  |
| **3.31** | Examine the role which the client (and others) may take, and may need to take, if the hypnotherapy treatment is to be successful and how to explain and agree this with the client (and any companions) |  |  |
| **SECTION 4**  **Understanding how to plan and deliver hypnotherapy treatment** | | **Page** | **Assessor initials, date & comments** |
| **4.01** | Demonstrate how to design a treatment plan |  |  |
| **4.02** | Examine the importance of agreeing aims and goals with the client |  |  |
| **4.03** | Analyse how to select appropriate interventions and techniques from the range of resources and options available to meet the client’s particular needs |  |  |
| **4.04** | Examine how feedback from the client can be utilised to amend the treatment programme |  |  |
| **4.05** | Demonstrate an understanding of hypnotic inductions and related techniques |  |  |
| *Assessment guidance: This should include reference to points such as:*   * *Direct and indirect* * *Formal and informal* * *Confusion* * *Eye fixation* * *Fractionalisation* * *Trigger* * *Metaphoric* * *Physical* | |  |  |
| **4.06** | Demonstrate knowledge of the use of various inductions including when, and when not, to use certain inductions using examples where appropriate |  |  |
| **4.07** | Demonstrate the correct use of the appropriate techniques and relevant deepeners |  |  |
| **4.08** | Demonstrate how to terminate trance and give examples of bringing a session to a close |  |  |
| **4.09** | Demonstrate how to teach and assign tasks between sessions, giving examples where applicable |  |  |
| **4.10** | Evaluate what tasks and self-care might be appropriate for a client between sessions, including self-hypnosis, and when this is relevant |  |  |