



Working towards Part 3

A step-by-step pathway for students who have passed their Part 2

Once you have passed Part 2 and qualified as a Trainee HG Practitioner, there are a few steps you need to take before you can proceed to Part 3. First you will need to become a Graduate Member of the HGI and find an HGI-accredited supervisor who will guide and support you as you develop your clinical skills through therapeutic practice with suitable clients and cases. Good supervision is an enriching learning experience, as well as an integral part of the Diploma and your development as a therapist. As a trainee you will be required to undertake one supervision session for every 8 hours of therapy. Your supervisor will give you ongoing feedback as to how you are progressing towards Part 3. The pace of this progression will, of course, vary widely between individual candidates. It is your supervisor who will let you know when you are ready to apply to take Part 3.

Following are the steps you need to take before progressing to Part 3.

After Part 2

1. Obtain the necessary professional indemnity insurance. You must have insurance in place before you begin working with clients. There are a number of insurance companies who provide insurance to therapists, details of some of which are listed on the [HGI website](#) or can be obtained from the College.
Please note: Make sure you make it clear that you are a trainee therapist when purchasing your insurance.
2. Register with the Human Givens Institute as a trainee therapist. You will be sent details of how to apply for [Graduate Membership](#) when you pass Part 2.
3. Within one month of receiving your Part 2 qualification you will need to find a registered HG supervisor that you would like to work alongside – you **must** have a supervisor *before* you begin working with clients (also see point 7 overleaf). It is recommended that you speak to a number of supervisors and choose one who you feel can best support your ongoing development as a trainee. You can find the list of current HGI supervisors at www.hgi.org.uk/therapist-register/supervision/find-supervisor or contact the College for advice. Many supervisors are happy to work online or over the phone
4. Check if your chosen supervisor has availability, is willing to take on a trainee, and what their fees will be. Supervision costs are at the discretion of your supervisor and may vary from, for example, £50–£85 per hour.

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5. Contact the College to let them know the name of your agreed supervisor.
6. Your supervisor will set up a contract with you and together you will agree to the form your regular paid supervision will take.
7. It is recommended that you have an initial supervision session **before** you start to work with clients to ensure you have everything in place that you need to, including those elements necessary to meet all legal and GDPR requirements (eg. privacy policy, client contracts).

Practising as a Trainee HG therapist

1. Once you have completed these steps you can then begin to work with clients. You will work under supervision with a **minimum** of 10 different clients. Most trainees will need to work with significantly more clients to reach the required standard. Progression onto Part 3 is determined by your readiness and not by the number of clients seen. There are a number of conditions that cover your work as a trainee, to which you should adhere:
 - i. You must clearly advertise yourself as a trainee, designating yourself as such – HG.Dip.P.(Trainee) – and confirm that your clients understand your status before you begin therapy. (**Please note: it is not recommended that trainees charge for therapeutic sessions.** If you have any questions about this, please talk to your supervisor.)
 - ii. As a trainee you should not work with complex cases (unless you have a previous relevant qualification and/or are already in a professional mental health role, within an appropriate organisation, in which you already engage with this type of work). Trainees who have not held mental health roles or qualifications before should work with:
 - a. Mild to moderate anxiety
 - b. Mild to moderate depression
 - c. Mild phobias

More complex cases should be referred to another, more experienced therapist. Your focus at this stage should be on finding opportunities to practice the skills you have developed during parts 1 and 2 of the Diploma and on working safely and effectively with your clients.
 - iii. You must honestly discuss your work with your supervisor, remain open to learning and apply your learning, from supervision, to your practice.
 - iv. Supervision for trainees is required at a ratio of at least 1 hour of supervision to every 8 hours of therapy work undertaken with clients.
2. As well as helping you to further develop your clinical skills, and advising you on suitable clients, your supervisor will encourage you to use outcome measures and give you guidance with regard to safeguarding and working ethically. (**Please note:** Any queries or questions you have about your therapeutic practice should be directed to your supervisor in the first instance, **not** the College.)

3. As you begin to practise with clients as a trainee therapist, you will keep in close contact with your supervisor so they can help you develop your therapeutic skills ready for assessment during the Part 3 week.
4. You may decide at some stage during your training, or once fully qualified, that you would like to carry out part or all of your work online. This is, of course, entirely optional but we strongly recommend that you spend a good amount of time practising face-to-face with clients in the first instance. If you do decide to introduce this way of working into your practice then it is a requirement that all trainee and new therapists inform their supervisor and attend the live online CPD course, 'Online and Phone Therapy Training' (<https://www.humangivens.com/college/online-and-phone-therapy-training/>) before beginning to do so.

Please note: This is not an additional requirement for qualification as an HG therapist; it is only mandatory for those who intend to work remotely with clients. **IMPORTANT: as a trainee, and even if you have undertaken this course during your trainee phase, you are only permitted to deliver the rewind technique and guided imagery when working face-to-face.** Further guidelines on general online working, and specifically the use of the rewind technique, are on the Professional Members' area of the HGI website (see: <https://www.hgi.org.uk/about-hgi/ethics-and-conduct/hgi-ethics-conduct-policy/online-therapy-guidelines>).

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Note: Changing Supervisors

Occasionally, a trainee therapist may decide to change supervisor. There can be good reasons for doing so and you are perfectly entitled to make this change.

However, if you change your supervisor you must tell the new supervisor who your previous supervisor was. Your original supervisor will need to do a handover to the new supervisor. You must also agree, therefore, that your new supervisor can contact your old supervisor for their perspective on your progress so far. This is to ensure the continuity of your development and to accurately assess your progress towards Part 3 qualification and working with the public.

You must also inform the College and HGI Membership Secretary of the change.

Applying for Part 3

1. In order for you to proceed to Part 3, your supervisor must be satisfied that you have been able to work safely, effectively and ethically with a **minimum** of 10 different clients. To ensure you are ready for Part 3, you will need to provide your supervisor with at least one recording of a therapy session that demonstrates you have reached the required level of competence. Your supervisor will provide you with feedback on your recording, to support your continued development. You and your supervisor can discuss when you feel ready to do this. If your supervisor judges that a recorded session does not demonstrate the required level of competence for Part 3, you will need to continue working with them and submit another recording to them when your practice has developed further.
Please note: you will need to obtain written consent from your client. A form for doing this can be found on the HGI's members' area here: <https://www.hgi.org.uk/private-practice/useful-downloads-0>. Your supervisor will only recommend that you proceed to Part 3 once they have received a recording that demonstrates a satisfactory level of competence.
2. You will also need to demonstrate to your supervisor your proficiency in key treatment protocols, such as the Rewind Technique and Counter Conditioning. Your supervisor will discuss with you how you will do this.
3. Once your supervisor agrees that you are ready, you can apply for a place on the next available Part 3 of the Diploma (please liaise with the College in advance as to upcoming availability). **You should not apply before you have your supervisor's agreement.** **Please note:** Being ready to apply for Part 3 is, of course, not a guarantee that you will pass – Part 3 itself is the final assessment.
4. Confirm with your supervisor the date of your Part 3 week.
5. Your supervisor is required to send a report to the College ahead of your attendance at the Part 3 week. This report will be taken into consideration as part of your Part 3 assessment.
6. Supply the College with two recent professional references.