selection process document

This document gives applicants an outline of the selection process to support & guide their application to the IPCAPA/AFC/UCL doctoral child and adolescent psychoanalytic psychotherapy training programme.

**application pack**

All applicants will receive an application pack electronically containing:

* cover email informing applicants of all relevant dates
* application form
* pre-training requirements
* person specification for IPCAPA training

It is essential that applicants should familiarise themselves with ‘pre-training requirements’ & ‘person specification for IPCAPA training’ documents before filling in the application form.

**taking up references**

On receipt of the application form, references are taken up. It is advised that applicants inform the referees that they will be contacted soon after the closing date.

**contacting training analyst/therapist**

In parallel, we write to the applicant’s current analyst/therapist asking when the applicant started analysis/therapy and at what frequency, and when the frequency increased to (at least) 3x weekly sessions. In this same email, we also ask the analyst/therapist if, according to his/her current knowledge, there is any reason to think that the applicant is not/not yet suitable to do the training or to work psychotherapeutically with children.

**interview process**

The interview process has several assessments (NB. If possible for those with considerable travel to attend the bpf, the first 4 will be on the same day):

* a one to one interview with a member of Training Staff Selection Group (TSSG), focusing on how the applicant would perform in the working role. The TSSG is composed of senior child & adolescent psychotherapists and other members, closely connected with the IPCAPA training. Each applicant is interviewed following the same set questions. The interviewer then writes a report on the interview, holding in mind the person specification.
* a group interview focusing on the applicant’s capacity to work as a team member. Depending on the number of applicants, there may be more than one group interview. In that event, groups are given the same exercise to carry out & the same team observe each group & each person within the group & then score applicants according to set criteria.
* a group interview that tests the values, principles and behaviours the applicants have that would make them suitable as trainee child and adolescent psychotherapists and are the guiding principles that set out how we engage with children, young people and the family/social networks.  The panel will consist of 1-2 young people and a carer and will be chaired by a senior member of the Training Staff Group.  The group is given a scenario to discuss & the same panel observe each group & person within the group, scoring applicants according to set criteria.

N.B. The two above groups are run simultaneously on the selection day

* an academic exercise that tests the capacity to read a document in a critical way and to summarise it, with a view to being ready to support those accepted on to the training who may need additional help with such tasks. Candidates are given a short (one hour) academic task, which will involve reading a short journal paper and writing a one-page summary in the format of a journal abstract, i.e. describing ‘Background’, ‘Aims of the study’, ‘Design of the study’, ‘Key findings’ and ‘Clinical implications’.
* a one to one with an Clinical Consultant who is looking more at the personal resources an applicant would bring to the training. Clinical Consultants are senior analysts or therapists who have some particular knowledge of the work and role of child psychotherapists, either through supervising trainees or acting as analyst/therapist to others, or as senior colleagues who have an understanding of the NHS. Clinical Consultants conduct a discursive interview, having in mind the ‘person specification’, the applicant’s application form and the TSSG member’s report on their meeting with the applicant. The Clinical Consultant conducts the interview in a way designed to help them to understand the less consciously presented aspects of the applicant’s personality. The Clinical Consultant then writes a report on the interview, holding in mind the person specification.

NB. Occasionally, applicants are asked to have a second clinical consultant interview.

**decision process**

All the interview reports are collated, alongside the application form and references, for final assessment by the TSSG who meet together to discuss each candidate’s suitability and readiness for training holding in mind the person specification.

The decision of the TSSG is final and the only consideration is that the individual meets, or is likely to meet the requirements of the programme.

Applicants will be informed as soon as possible. Unsuccessful applicants can request feedback by phone or in person.

**orientation meeting**

There will be an ‘Orientation Meeting’ for those who have been accepted onto the training to brief candidates on the NHS selection process, closely followed by clinical placement visits over a 3 week period before the NHS panel interview.

**NHS panel interview**

Please note that being offered a place on the training does not guarantee that you will be able to train as, apart from those who are Tier 4 students or are able to self fund, you will also need to be successful in obtaining one of the highly competitive NHS funded placements. Interviews for the posts happen in late May.

**Self Funding Option**

For trainees who are able to consider a self funding option you would need to cover the costs of the training whilst in an honorary training post (either in the NHS or in the voluntary sector). In 2020/21 IPCAPA at the bpf is delighted to be able to announce a programme of financial assistance for trainees from the Evelyn Phipps Memorial Fund. The fund is named for Evelyn Phipps (1955-2018), who graduated from the child and adolescent psychotherapy training at the Anna Freud Centre in Hampstead, and worked for many years at the Centre, in the NHS, and in private practice in London and Norwich. She was known for her work with troubled children and young people.

The fund intends to help those trainees at the start of their training on the Doctorate in Independent Child and Adolescent Psychotherapy who are not in receipt of an official source of funding for their training and are “self-funding”. The bursary will cover the four years of the training and provide up to £15,000 per annum. For more information please see the bpf website or contact Edina Kernbaum on [ipcapatraining@bpf-psychotherapy.org.uk](mailto:ipcapatraining@bpf-psychotherapy.org.uk)