Improving Access to Psychological Therapies, London Recruitment 2019:

Information for Applicants

Post Graduate Certificate in Low Intensity Cognitive Behaviour Interventions

Psychological Wellbeing Practitioners (PWPs)

It is essential that applicants read this information along with the job description and person specification in order to make a successful application.

This is the IAPT Training Information Pack for applicants wishing to apply for Psychological Wellbeing Practitioner (PWP), training places and jobs. PWPs are also known as Low Intensity (LI) workers and/or Step 2 workers. The information accompanies the job description and person specification.
**Background**

University College London (UCL) is recruiting PWPs on behalf of services who are looking for trainees to work in their area. Vacancies are advertised and recruitment is undertaken on behalf of services across London.

PWPs will attend university one day a week and work in services the remaining four days. For further information about the IAPT programme, please see the NHS England website: [https://www.england.nhs.uk/mental-health/adults/iapt/](https://www.england.nhs.uk/mental-health/adults/iapt/)

Each training place involves being on a full time training contract within a London NHS Improving Access to Psychological Therapies (IAPT) Service for the duration of the one year training.

**Training course fees on this programme are fully funded by the NHS.** In addition, trainees will receive a salary from the London IAPT service where they undertake their 4-day a week placement over the year of the programme. This is likely to be a full time NHS band 4 or equivalent salary, as in previous years, but will not be finalised until June/July. Shortlisted candidates will be informed of the agreed salary on offer of interview.

**Candidates are asked to indicate on their application form, at the top of the personal statement, two preferences for the service/employer they wish to work for.** There is no guarantee that successful candidates will get their preference. Candidates who do not indicate a preference will simply be allocated to a site at random. There is further information set out below about the correct way to indicate your preference.

Please note that services and employers participating in IAPT recruitment in London may change without notice. Please also note that London reserves the right to adjust the location of trainee positions based on the needs of the programme. Terms and Conditions will vary dependent on which organisation is your employer. A list of the participating employers/services can be found in appendix 4.

Interviews unfortunately cannot be rearranged if candidates are unavailable. Interview are expected to occur in the **first half of July 2019, but these are subject to change.**

These intakes will start in Autumn 2019. Applicants are not able to choose when their cohort starts and successful candidates must be available to start the course at the allocated time.

**Training and Jobs**

Higher Education Institutes (HEI) have been selected to provide the training. These HEI’s have been selected based on their ability to demonstrate the capacity, knowledge and expertise to deliver the curriculum that has been developed for each training course. UCL will offer training courses for PWPs.

We believe a diverse workforce is essential for meeting the needs of London’s communities. We actively promote a culture of inclusion and seek applicants from across communities and age groups.
Those without a valid work permit to work in the UK are **not** eligible to apply.

**Who Should Apply?**
Applicants are required to show:

- Evidence of ability to study successfully at postgraduate level. This can be demonstrated by a good degree at undergraduate level, or by an equivalent academic qualification (for example a Diploma). Substantial work experience and achievements at work can also be taken into account.
- Evidence of experience in an employed or formal volunteer helping role with people with psychological, interpersonal or social problems
- Evidence that they have a broad understanding of mental health issues and the skills to form a good helping relationship with people with mental health problems. This can be obtained through study, work or volunteer experience with people who have experienced a mental health problem.

Please note that flexible working hours may be required to deliver accessible service hours and may include working over weekends and evenings. It is envisaged that IAPT trainee posts will be employed on a full-time 37.5 hours per week basis in the first year of training. Part-time, job share or other flexible arrangements may be considered **after** this time if the role is offered on a permanent basis.

Please see the Job Descriptions and Person Specification for further information.

**Applying for a Post**
Please see the Job Descriptions and Person Specifications in the appendices 1 and 2. Applications can only be made online via this link:

Please follow the link and click on the “Apply Here” button. This will take you to an “Apply online checklist”, select that you have read and understood the information, and click ‘submit’.

On the following page search for ‘low intensity’ in the enter keyword section and this will bring up the course details. Click on the ‘Apply Now’ option for the ‘post graduate certificate in low intensity cognitive behavioural interventions’, this will now take you to the application form.

You will need to create an account on the UCL website. Once you have created an account, you will be taken to the application form for the course. All fields marked in pink MUST be completed in order for you to complete that section of the application form.

*Personal:*
You will have completed this when you created your account. You can review and amend any details after you have created your account.

*Address:*
Please complete this section as directed on the application form.
**Education:**
The system will ask you to upload a transcript for both undergraduate and postgraduate qualifications: you MUST upload a document in order to proceed. If you do not have a transcript, please upload a blank word document to proceed. This will not affect your application but you will need to provide one before starting on the course if you are successful.

**Employment:**
**Please do NOT upload a CV in the ‘upload curriculum vitae’ section as this will NOT be looked at.** Instead, please complete the ‘Current or most recent employment’ sections as directed on the application form.

If you have formal volunteer experience that is relevant to this role then please detail this in the Employment section.

**Other Details:**
In the ‘Funding’ section, you will be asked about how you plan to finance your studies; please select ‘Employer’ as this is a course funded by the NHS.

Interviews will be set and are organized on the basis of interview session allocated to the IAPT service you are being interviewed for. This means that there will be extremely limited flexibility, therefore please ignore the ‘Availability for Interview’ section where it asks you to let us know when you are not available for interview.

**Supporting Statement:**
**Please do NOT upload any additional information as this will NOT be read.** Instead, please fill in the text box with your personal statement and ensure that you follow the guidance as per character limit.

In the first line of the supporting statement please copy and paste the following statement and complete with your preferences (see appendix 3 for a list of participating services):

*I wish to be considered for the post of trainee PWP in....... My second preference is to be considered for the post of trainee PWP in*

We will make every effort to match your preferences. However, if there is high demand for a particular service, suitable applicants will be posted to where there are places available. Applicants who do not state their preference as above will be allocated on the same principle.

Your supporting statement should be tailored to the position of PWP trainee and state clearly how you meet the person specification (appendix 2). This role is extremely competitive and we receive a high number of applications each year. It therefore is essential that you demonstrate the skills, experience and knowledge that make you a suitable candidate for this trainee PWP post. Those who do not demonstrate the minimum criteria will not be shortlisted for interview.
Referees:
You will be asked to include one academic reference but this is not essential. One of your references should be from your most recent or current employer. Referees should not be personal or family contacts. The referee that you give on your form will be are contacted automatically after the application is submitted. If you do not wish for your current employer to be contacted in this way you may provide a different referee at this stage. If you are successfully offered the position then your IAPT service employer is likely to request your provide your current/most recent employer as a condition of pre-employment checks.

Declarations:
Please note, in the ‘Criminal Convictions’ section please do NOT include any motoring offences where a fine or up to three penalty points were imposed.

Checklist:
The checklist sections allow you to review the aforementioned section of your application. Once you are happy with your application, please click on the ‘Submit Application’ button.

High Intensity Training
PWPs moving onto HI are required to be qualified for 2 years. Candidates will not be eligible to move to HI less than 2 years upon qualification.

Contacts
Due to the high volume of applications expected, UCL is unable to respond to individual queries. All available information is contained in this information pack; no further information will be provided. You can also see more information about the course at http://www.ucl.ac.uk/pals/study/masters/TPPPSYSLCB01 and about IAPT at https://www.england.nhs.uk/mental-health/adults/iapt/

If you have any technical issues completing the application, please contact UCL admissions. (admissions@ucl.ac.uk).
Appendix 1: Job Description

Post Title: Trainee Psychological Wellbeing Practitioner (PWP)

NHS Band: 4 (spine point 11)

Job Purpose

This is a training role within the Improving Access to Psychological Therapies Programme (IAPT). The post-holder will work within the IAPT service providing high volume low intensity interventions whilst undertaking a programme of training for this role. The training post will equip the post – holder to provide a range of cognitive behavioural therapy (CBT) based self- management interventions to clients with mild to moderate anxiety and depression. The post- holder will attend all taught and self-study days required by the education provider, as specified within National Low Intensity curriculum and work in the service for the remaining days of the week using their newly developed skills.

The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.

Main Duties and Responsibilities

CLINICAL

1. Accept referrals via agreed protocols within the service.
2. Assess and support people with a common mental health problem in the self-management of their recovery.
3. Undertakes patient-centered interviews which identifies areas where the person wishes to see change and or recovery and makes an accurate assessment of risk to self and others.
4. Make decisions on suitability of new referrals, adhering to the department’s referral protocols, refers unsuitable clients on to the relevant service or back to the referral agent as necessary or steps-up the person’s treatment to high intensity psychological therapy.
5. Provide a range of information and support for evidence based high-volume low-intensity psychological treatments. This may include guided self-help computerised CBT, information about pharmacological treatments. This work may be face-to-face, telephone or via other media.
6. Educate and involve family members and others in treatment as necessary.
7. Adhere to an agreed activity contract relating to the overall number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.
8. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
9. Complete all requirements relating to data collection within the service.
10. Keep coherent records of all clinical activity in line with service protocols and use these records and clinical outcome data in clinical decision-making.
11. Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
12. Assess and integrate issues surrounding work and employment into the overall therapy process
13. Operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.

**TRAINING AND SUPERVISION**

1. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice based assessments.
2. Apply learning from the training programme in practice
3. Receive supervision from educational providers in relation to course work to meet the required standards.
4. Prepare and present clinical information for all patients on their caseload to clinical case management supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance obligations of the worker, supervisor and service are delivered.
5. Respond to and implement supervision suggestions by supervisors in clinical practice.
6. Engage in and respond to personal development supervision to improve competences and clinical practice.

**PROFESSIONAL**

1. Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up to date on new recommendations/guidelines set by the department of health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).
2. Ensure that client confidentiality is protected at all times.
3. Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems.
4. Ensure clear objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.
5. Participate in individual performance review and respond to agreed objectives.
6. Keep up to date all records in relation to Continuous Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
7. Attend relevant conferences / workshops in line with identified professional objectives.

**GENERAL**

1. To contribute to the development of best practice within the service.
2. To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
3. All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.
4. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line
with the Data Protection Act (1998) and Security and Confidentiality Policies.

5. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

6. This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

**NHS pay rates from April 2018:**

Please see [https://www.nhsemployers.org/your-workforce/pay-and-reward/agenda-for-change/pay-scales/annual](https://www.nhsemployers.org/your-workforce/pay-and-reward/agenda-for-change/pay-scales/annual)

The following is a guide only to NHS Agenda for Change pay rates. However, you should always check with the employer to confirm the pay rate for any post for which you are applying.

Please note, some services are not NHS providers and therefore terms and conditions will vary. London high cost area supplement varies across different London services.

**Band 4**

Basic stating salary for a trainee PWP is the bottom of an NHS band 4, which is currently £21,089. Previous experience in the NHS cannot be counted or used for a higher placing on the scale. NHS staff in London also receive an Inner or Outer London ‘high cost area supplement’ which is an additional sum. You can see details about how this is calculated and how it will affect your final salary in the agenda for change pay rates linked above, at the bottom of the webpage. As noted above some non NHS providers will have different pay scales, you should be able to find information about providers below. Please do not contact us asking for this information because we do not hold this.
## Appendix 2: Person Specification

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Essential</th>
<th>Desirable</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Evidence of ability to study successfully at postgraduate level</td>
<td>Psychology or other health or social science related undergraduate or postgraduate degree</td>
<td>Application form</td>
</tr>
<tr>
<td></td>
<td>Professional training in nursing, social work, occupational therapy, counselling or within a psychological therapy</td>
<td>Application form</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>Evidence of experience in an employed or formal volunteer helping role with people with psychological, interpersonal or social problems</td>
<td>Work or volunteer experience with people who have experienced a mental health problem</td>
<td>Application form / Interview</td>
</tr>
<tr>
<td></td>
<td>Experience of working in Primary Care Services</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Worked in a service where agreed targets in place demonstrating clinical outcomes</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to manage own caseload and time</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstrates high standards in written communication. Able to write clear reports and letters.</td>
<td>Application form</td>
<td></td>
</tr>
<tr>
<td>Skills &amp; Competencies</td>
<td>Ability to evaluate and put in place the effect of training</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer literate</td>
<td>Application form / Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excellent verbal and written communication skills, including telephone skills</td>
<td>Application form / Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to develop good therapeutic relationships with clients</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Received training (either formal or through experience) and carried out risk assessments within scope of practice</td>
<td>Application form / Interview</td>
<td></td>
</tr>
<tr>
<td>Knowledge</td>
<td></td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Demonstrates an understanding of anxiety and depression and how it may present in Primary care</td>
<td>Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Knowledge of medication used in anxiety and depression and other common mental health problems</td>
<td>Knowledge of medication used in anxiety and depression and other common mental health problems</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post</td>
<td>Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Able to attend a one day per week course</td>
<td>Able to attend a one day per week course</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Able to complete academic components of the course</td>
<td>Able to complete academic components of the course</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Able to integrate training into practice</td>
<td>Able to integrate training into practice</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>High level of enthusiasm and motivation.</td>
<td>High level of enthusiasm and motivation.</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Advanced communication skills</td>
<td>Advanced communication skills</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Ability to work within a team and foster good working relationships</td>
<td>Ability to work within a team and foster good working relationships</td>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td>Ability to use clinical supervision and personal development positively and effectively</td>
<td>Ability to use clinical supervision and personal development positively and effectively</td>
<td>Application form / Interview</td>
<td></td>
</tr>
<tr>
<td>Ability to work under pressure</td>
<td>Ability to work under pressure</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Other Requirements</td>
<td></td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Regard for others and respect for individual rights of autonomy and confidentiality</td>
<td>Regard for others and respect for individual rights of autonomy and confidentiality</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Ability to be self-reflective, whilst working with service users, in own personal and professional development and in supervision</td>
<td>Ability to be self-reflective, whilst working with service users, in own personal and professional development and in supervision</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Car driver and/or ability and willingness to travel to locations throughout the organisation</td>
<td>Car driver and/or ability and willingness to travel to locations throughout the organisation</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Fluent in languages other than English</td>
<td>Fluent in languages other than English</td>
<td>Application form / Interview</td>
<td></td>
</tr>
<tr>
<td>Other Requirements</td>
<td></td>
<td>Interview</td>
<td></td>
</tr>
</tbody>
</table>

This document gives a brief description of those services/employers who are looking to recruit trainees in 2019 to start in autumn 2019. This list may change at any given time during or after the recruitment process and there is no guarantee that successful candidates will be employed by the service/employer of their choice. The recruitment panel, on behalf of the London IAPT clinical executive, will endeavor to match people with their specified preferences wherever possible.

Employers are listed by Low Intensity/Psychological Wellbeing Practitioner (LI/PWP) stating the areas they provide services for.

Candidates should give preferences for no more than two employers/services, either for the employer or for the specific service covered by that employer e.g.

I wish to be considered for the post of trainee PWP in CANDI. My second preference is to be considered for the post of trainee PWP in CNWL

Or

I wish to be considered for the post of trainee PWP in Barking & Dagenham. My second preference is to be considered for the post of trainee PWP in Bromley.

It is important that applicants indicate their service/employer preference in the first line of the ‘supporting statement’ as described in the information packs.
The following is a complete list of London services participating in this recruitment process: A full list of sites involved in this recruitment process will appear in due course.