

Assessment & Case Studies: Essential Guidance

Please download the Student Handbook for all questions, submission policies etc.

See the Student Support Section at: <https://www.ukhypnosis.com/student-support/>

Fees:

Fees for the Diploma in Cognitive Behavioural Hypnotherapy are published on the website. These cover the cost of examiners, internal verification, registration with NCFE, external verification with NCFE, administration and your certificate. You need to pay your fees before you can submit any work. You can pay online at

<https://www.ukhypnosis.com/pay-for-your-assessment/>

Fees for Resubmission:

You may resubmit answers ONCE if they do not receive the pass mark. Up to five answers can be resubmitted as part of the initial assessment fee. If you need to resubmit more than five answers then the following fees apply: 6-9 questions - £80 additional administration and marking fee, 10 or more questions: £120 additional administration and marking fee.

Support:

As part of this diploma all students receive 3 free hours support. You may choose to use 1 hour to set up your practice, alternatively you may use some of this time to support you with any question resubmissions. At least two hours of your support must be used for supervision of your case studies. **Support hours must be used within 12 months** and session times must be a minimum of 30 minutes. Additional support, supervision, tutoring and coaching can be arranged with your supervisor at their agreed rate – once your free 3 hours of support have been used

Case Study Guidance

As part of this diploma you are required to complete three case studies. The first case study should be two sessions in duration, the further two case studies should be 3 sessions in duration. The case studies are intended to give you the opportunity to develop your skills as a therapist and to start to engage in reflective practice and supervision. There is no pass or fail or 'mark'. Your supervisor will confirm that the case studies have been completed and supervision sessions completed as part of your overall assessment.

These case studies should be conducted in line with the following guidelines. Please also review the process flow chart before commencing.

Case study clients

Your case study clients should be fully briefed and understand that this is part of your qualification assessment, that you are still in training and have not yet qualified. Case study clients can be identified as soon as you commence the course however you are asked not to start any sessions until stage 1 is completed. If you would prefer, you can start once you have completed all three stages.

You will have one year from the completion of stage three to submit your case studies.

Case Study 1 - Focus on; Assessment & conceptualisation, introduction to hypnosis, ego-strengthening and script development (2 sessions)

Case Study 2 - Focus on; Assessment & conceptualisation, behavioural therapy interventions & approaches (3 sessions)

Case Study 3 - Focus on Assessment & conceptualisation, cognitive therapy interventions and approaches (3 sessions)

If you continue working with your volunteer beyond three sessions, these should not be submitted as part of your assessment. Only the first three sessions will be part of your assessment.

Your case study volunteers should be seeking help for sub-clinical, low level issues such as:

Performance improvement; sports, exam, driving, public speaking etc

Mild anxiety associated with phobias e.g. animals or heights

General stress; work related, lack of assertiveness

Mild anxiety associated with social anxiety e.g. speaking in meetings or presentations, expanding friendship groups, dating, networking

Habit change; nail biting, hair pulling

If, once the initial assessment is completed, it becomes apparent that there are more complex issues, you should refer the individual and not proceed further. Similarly, if it becomes clear that exposure to your case study volunteers' issue could negatively impact shared relationships in the future, either refer or defer their participation. Referrals should always be discussed with your supervisor before being discussed with the volunteer who may accept or reject any recommendations accordingly. Referrals may be made back to their GP or to a qualified therapist, the appropriate routes will be part of the discussion with your supervisor.

Contraindications and Sphere of Competence

It is important that you stay within your sphere of competence, and in particular, refer any volunteers that present any contraindications. These include, but are not limited to, volunteers diagnosed with schizophrenia, depression, psychosis, severe clinical presentations, epilepsy, migraine, suicidal ideation, under 18's, pregnancy. Referral of these volunteers extends to those volunteers seeking assistance for an issue that isn't related to their pre-existing condition i.e. smoking cessation for a volunteer diagnosed with depression.

Confidentiality should be maintained at all times. Your case study notes should be completed with a reference number and no personal information such as address, email address etc., included in your assessment submission. No payment should be taken for these sessions and case study volunteers should be aware that you are not yet fully trained or established in business. The interventions you will be using are safe and harmless, however they should be aware that you are still learning, and they should disclose any underlying issues honestly and promptly, including any that develop during the case study period. You will therefore refer any issues you believe are contra-indications for your current level of knowledge. If you are in any doubt as to whether to proceed with a case or have any concerns that arise during the case study, please contact your supervisor to discuss. Your supervisor will be aligned to you during stage 1 along with full contact details.

It is advised that close friends or relatives are not invited to be case study volunteers. We advise that you ask your network for referrals of people you could work with. If you do decide to work with an individual you already have a relationship with (family, friend, social network etc) be very clear about confidentiality at the outset and agree to remain focused on their low-level issue as outlined above. You should be aware that the therapy may lead to the sharing of highly sensitive information which may change the nature of your relationship, and you should carefully consider your acceptance and comfort with this fact before commencing. If you have any doubts about the impact on your relationship you may wish to select someone else, outside of your immediate network to work with.

General guidance

You need to apply for student Professional Indemnity insurance before commencing your case studies. Most insurers provide this type of insurance. Public liability insurance should also be covered as part of your professional indemnity insurance, please check that this is in place. Once you have decided which organisation to insure yourself through, contact them to see if they provide student insurance. The college can't make any recommendations for insurers.

Ensure you have a private, safe, confidential and suitable place to conduct the case study sessions. Conduct a health & safety risk assessment to satisfy yourself that the space is suitable. Ensure that the

premises are covered by public liability insurance. If you're conducting any of your case studies via a webcam platform you will also need to make sure you discuss how to proceed if the connection fails. Please discuss this through with your coach or supervisor.

Case study supervision

Once you are ready to start your case studies contact assessments@ukhypnosis.com.

For live webcast students a supervisor will be allocated to you.

For online students your allocated coach is also your supervisor.

If you have any queries or concerns regarding your supervisor you should email assessments@ukhypnosis.com.

You should arrange supervision sessions directly with your supervisor, and a minimum of 30 minutes per case study.

Once you are ready to commence your case study you should arrange an initial session with your supervisor to discuss the overall approach. Then complete the case study administration form (in resources) and send this to assessments@ukhypnosis.com along with a copy of your insurance document. Your supervisor will send you a supervision agreement.

Please note, any case studies completed before the onboarding call with your supervisor will not be considered for coursework.

We expect you to use 2 of your 3 'free coaching hours' for the purpose of supervision. If you wish you may use the final hour for supervision as well.

Case study write up guidance

The details of your case study should be recorded in the appropriate form, additional copies can be found in the resources section on the website. There is space for 2 sessions for the first case study and three for the second and third case studies. No personal details of your client i.e. name, email address, address, should be included. Please use a volunteer reference number.

On submission you are required to submit your 'Supervision Review' and 'End of treatment review' only for each of your three clients plus a feedback form for each of the three clients.

Case study marking criteria:

You will need to demonstrate the following:

How did you explain the rationale for hypnotherapy and formally agree a treatment plan and goals?

How did you complete the assessment phase?

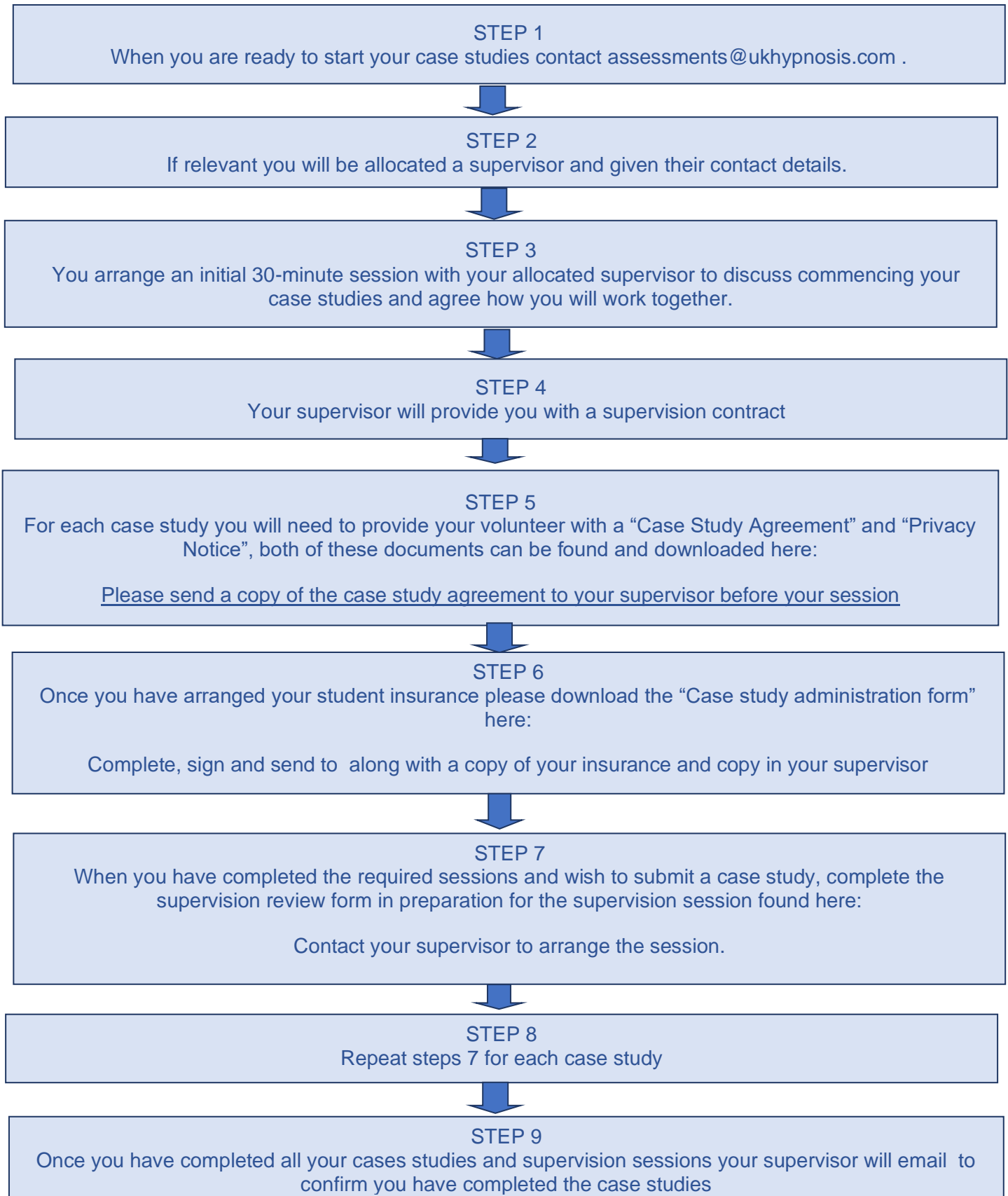
How did you explain informed consent and confidentiality?

How did you plan and prepare a therapy session or series of sessions?

How did you select the treatment interventions?

How did you assess your ability to build relationships and use effective communication techniques of questioning, listening and giving feedback?

Case Study Process Flowchart:



Written Assessment Essential Guidance

Word Count:

All answers must be within the limit of 400-600 words per question. Any answers that aren't within the word limit won't be marked.

Submitting:

You can submit answers to Unit 1 after the Stage 1 Course. Do not submit answers for units 2-5 until you have completed those stages of classroom training. The second submission of Units 2 – 5 must be submitted together. You must only submit using the online submission form at:

<https://www.ukhypnosis.com/submit-your-assessment/>

Communications:

Questions regarding assessment should be sent via email to assessments@ukhypnosis.com. Please do not send emails to admin@ukhypnosis.com

Answers:

Some of the questions have more than one part to them. Take care to review your answer before submission to ensure you have answered each part of the question.

Marking:

Your answers will be marked within one month of submission. Answers are marked out of 10. A score of 6/10 or more on every question is required to pass. If your answer is less than 6/10 you will be given specific feedback and a chance to resubmit.

Fail Outcome			Pass Outcome				
0 – 1 Extremely Poor	2 – 3 Very poor	4 – 5 Poor	6 Pass	7 Sound Answer	8 Good	9 Very good	10 Excellent
Irrelevant or very seriously flawed answer. No answer given.	Seriously incomplete. Major flaws.	Some significant omissions or errors.	Evidence of evaluation & analysis Some omissions or errors	Evidence of evaluation and analysis Some minor omissions or errors.	Evidence of evaluation and analysis. Few minor omissions or errors	Clear evidence of evaluation, analysis and reflection	Very clear evidence of evaluation, analysis and reflection. Complete answer

Feedback:

You will receive feedback on all your answers to allow you to improve your written responses in subsequent submissions.

Sources:

It is not appropriate to reference the course manuals or handouts in your answers, all references should be to published books, journal articles, etc. The main recommended course textbook is *Hartland's Medical and Dental Hypnosis* 4th Edition - by Heap and Aravind.

References:

Please provide a bibliography at the end of your assessment. Specific references for each question should be included at the end of the question. Please use the Harvard Style of Referencing for your citations.

Citations:

Citations are not a requirement for this assessment and are not included in your word count. If you do choose to include citations please use the Harvard Style of Referencing.

Plagiarism:

All plagiarism is cheating and will result in an instant fail. See the Student Handbook for more information.

Quotations:

Keep quotations from other sources to an absolute minimum for these short questions. You will not receive any marks for material quoted directly from another source, so try to put things in your own words where possible.

Format:

Include a copy of the relevant question before each of your answers. Include a header with your name and submission date on each page. For question 4.1 please include the full clause you have selected, this is not included in the wordcount. Answers must be sent in a single MS-Word document. Include a header with your name and submission date on each page.

General comments and suggestions on the Written Assessment

In total there are 26 questions. Therefore, total word count for the assessment can vary between 11,200 to 16,800 words. We encourage you to submit after Unit 1 in order to get some immediate feedback and to fine-tune the style and content of your written work.

This is a VOCATIONAL AWARD. Therefore, personal reflection and understanding of how hypnotherapy is applied in practice is considered far more important than a regurgitation of book knowledge, theory or citing references. Reflect upon your experience and the feedback forms. Read and develop your own understanding.

Some students find it helpful to leave their textbooks in a different room when it comes time to writing their answers. Some students find it helpful to record their verbal answers and then transcribe and polish these.

This is not a pass or fail. You can re-submit after tutor feedback.

You have to demonstrate an ability to evaluate and analyse concepts – especially as they apply to the practice of hypnotherapy (accepting clients, assessing clients, developing and delivering treatment plans).

Negative marks are given for quoting (vs paraphrasing in your own words) – and bullet points lists (vs evaluating and analysing with pros & cons, exceptions, implications etc.)

You do not need to include a lot of references.

In addition to the written assessment, we also need evidence of:

Your attendance at the course (number of classroom hours through attendance sheets)

Your participation, learning and competency at the practical exercises (through signed feedback forms)

Your commitment, practice and development of self-regulation skills such as self-hypnosis, mindfulness, relaxation (through a weekly journal)

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Timeline

You will have one year from the end of stage three to complete your assessment questions. If you wish to submit your questions after this timeline you will need to apply for an extension. The college will review your request and may require you to attend a coaching review. The cost of this will be in line with the coaching costs published on the college website at the time.

Appeals

If you wish to appeal your mark, the appeal will be logged by the assessment administrator who will confirm the process with you. *There is a fee for an appeal, this will be confirmed by the assessment administrator at the time of request. Should the appeal be found in your favour this fee will be refunded.*

The paper will be sent to a different assessor to mark blind. They will not be sent the previous marks or

feedback comments or who the assessor was who originally marked it.

The new marking will then be sent, along with the original marking to the assessment manager who will review both marks and feedback and then make a decision on the final mark.

This will be communicated to you along with any further feedback and guidance to help you revise and prepare for the resubmission, should this still be required.