

RIAM1: Role of Internal Accreditation Moderator

- 1.1 Oversees Accreditation policy and procedure.
- 1.2 Guides the Accrediting Team in matters of policy and procedure.
- 1.3 Chairs the NLPtCA Professional Standards Committee (PSC)
- 1.4 Reports on accreditation processes to the Board of NLPtCA , makes recommendations for improvement and implements the decisions of the Board.

RIAM2: Appointment of the Internal Accreditation Moderator

- 2.1 To be appointed by the Board for a mutually agreed term, which can be amended by either party.
- 2.2 To be an accredited NLPt Psychotherapist, UKCP registered

RIAM3: Function

- 3.1 To be an impartial witness to the process of accreditation.
- 3.2 To state if s/he knows any applicant personally.
- 3.3 To not enter into discussion with applicants
- 3.4 To not take an active part in the decision-making process of the Accrediting Team - does not routinely see Applications.
- 3.5 To guide and support the Accrediting Team and advise the Professional Standards Committee (PSC) in their interpretation and application of Accreditation Policy and Procedure.
- 3.6 To ensure that the Accrediting Team adhere to Accreditation Policy and Procedure
- 3.7 To support the Registrar where Applicants have a “re-apply” status, creating bespoke documents to facilitate re-application if appropriate.
- 3.8 To incorporate feedback from the Accrediting Team, in particular the Registrar and External Moderator Reports, within the Internal Accreditation Moderator Report. This report to be shared with the PSC for agreement before submission to the Board for approval.
- 3.9 To support the External Moderator if required in the event of an appeal, in matters relating to NLPtCA policy and procedure.
- 3.10 To request written feedback from all applicants, supervisors and trainers involved in that year’s accreditation process.
- 3.11 To update the Accreditation document set as required by the Board and maintain an audit trail for changes / approval of changes to the Accreditation document set
- 3.12 To minute the meetings of the PSC and share the minutes with the Board. A formal annual update of actions will be submitted to the Board by 31st March, for any relevant points to be included in that year’s Directors’ Annual Report.