

ROLE OF EXTERNAL MODERATOR (REM)

Content updated by Accreditation Registrar November 2009
Format updated 23.4.14

As required by the Guidelines of the **Constructivist and Existential College** of UKCP, the Board of NLPtCA will appoint an External Moderator from outside NLPtCA to oversee the process of accreditation and re-accreditation of psychotherapists applying for registration with UKCP.

REM1: Role of External Moderator

- 1.1 Monitor the Accrediting Team's adherence to the approved Accreditation Policy and Procedure.
- 1.2 Monitor whether the Accrediting Team's decision-making process, given the information provided to it by the applicant, is reasonable and fair.
- 1.3 Act as a point of contact for applicants who believe they have been discriminated against or who wish to appeal against the decision of the Accrediting Team.
- 1.4 Report on the above to the Board of NLPtCA and make recommendations for improvement.

REM2: Appointment

- 2.1 To be appointed by the Board annually.
- 2.2 To be or have been a registered UKCP psychotherapist or equivalent within the last 5 years.

REM3: Function

- 3.1 To be an impartial witness to the process of accreditation.
- 3.2 To state if s/he knows any applicant or member of the Accrediting Team personally.
- 3.3 To not enter into discussion with applicants except where permitted by the Appeals Process (AP).
- 3.4 To not take an active part in the decision-making process of the Accrediting Team.
- 3.5 To alert the Accreditation Registrar and the Chair of NLPtCA in the event of repeated breaches of procedure or any single significant breach of procedure; and to state to what extent, if any, a breach might be warranted by the circumstances.
- 3.6 To alert the Accreditation Registrar and the Chair of NLPtCA in the event of any external attempt to unduly influence members of the Accrediting Team; or

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- prejudice or collusion by the participants in the accreditation process; or an applicant being inappropriately or unfairly treated.
- 3.7 To write a report to the Board on the fairness of the accreditation process and make recommendations for improvement.
 - 3.8 To be the contact point for an appeal by an applicant. (see Appeals Process AP)
 - 3.9 On receipt of a written appeal within the allowed time period, recommend to the Board whether there are grounds for an appeal and whether an Appeals Panel should be formed to hear the appeal.
 - 3.10 To provide a written witness report to both the Appeals Panel and to the applicant in the event of an appeal.
 - 3.11 If required, to be available to attend and to chair an Appeals Panel meeting.