



Membership Audit Guidelines for 2015-2016 renewal of CAPA NSW members

Background

CAPA NSW is introducing a simplified membership renewal system for the 2015-2016 renewal period. The new system will reduce the amount of paperwork and effort required of members. It will also prepare our association for a transition to the PACFA online renewals Portal in 2016.

The simplified renewals system has the following elements:

- **All renewal forms for practicing members will be reduced to 3 pages.** We encourage you to return this via email, as one document as we move to electronic documentation. (i.e. print out your renewal form, fill it in, sign, scan and return it). Page 2 of the form will contain a declaration of how many counselling, supervision & PD hours you have accumulated in the previous year so CAPA's data base can be updated, as well as an ethics and practice declaration. Page 3 will be the payment form.
- For members **who are listed as PACFA registrants** you will not need to send CAPA any of your proof documents when renewing with CAPA and will **not** be involved in audit. You will fill in the 3 page renewal form and return it only to CAPA. CAPA will then rely on the Audit process conducted by PACFA thereby eliminating the duplication of renewal effort you have had up until now. PACFA will notify CAPA of those who have successfully completed the audit process.
- **Members who are not PACFA registrants** (other than Students & Affiliates) will fill in the 3 page renewal form. Every year 1/3 of members who are not PACFA registrants will have their proof documents audited.
- From this renewal CAPA **is moving to an Audit process for renewals.** Members who are **not** registered with PACFA and whose surname falls between A to G will be audited this year and will be asked to provide CAPA with proof documents regarding supervision, counselling or PD hours when they are contacted by the CAPA office in May.
- **All members** will be required to keep their renewal/ proof documents in a dedicated Professional Portfolio for a three year period until the documents are audited by either CAPA NSW or PACFA.

Note: It is essential that you keep all of your renewal documentation until your audit takes place. All eligible members i.e. Intern, Provisional and Clinical members will be audited once every three years.

The Audit Process

1. Members will be notified by email, that their audit is taking place and requested to supply copies of their renewal documentation.
2. Where the member **is not** listed on the PACFA Register, the audit will be undertaken by CAPA NSW until next year.
3. In the first 3 years of the audit system, members will only be required to submit documents that were not already submitted under the old renewal system. After that, members may be asked to submit



their renewal documentation for one or more of the years in the previous three-year period. *All Members will be audited once every three years.*

4. Initially, members will be given 3 weeks to send the required documents to CAPA NSW.
5. Members who do not provide documentation by the due date, or who provide documentation that is unsatisfactory, will be given a final notice to provide the required documentation within another 3 weeks.
6. Failure to submit the requested documents, or to provide satisfactory audit documents that demonstrate that the renewal requirements were met during the period being audited, will result in cancellation of the member's CAPA NSW membership. PACFA Registrants will also be removed from the PACFA Register.
7. Members who do not complete the audit successfully will be suspended from CAPA NSW membership and will be formally notified of this outcome. Those who are also on the PACFA Register will be removed from the PACFA Register and will be notified of this outcome.
8. Members who complete the audit successfully will be formally notified of this outcome.

Documents You Are Required to Keep

For CAPA NSW membership renewals, members are required to comply with the CAPA NSW Membership Renewal Requirements. For details, please refer to the CAPA NSW Renewal Requirements, which are available at the links below:

Supervision

<http://capansw.org.au/membership/supervision>

PD

<http://capansw.org.au/professional-development/capa-pd-policy>

Insurance

<http://capansw.org.au/membership/professional-indemnity-insurance>

For PACFA registration renewal, Registrants are required to comply with the PACFA Registration Renewal Requirements. For details, please refer to the Register Renewal Requirements, which are available for download at the **PACFA website**.

CAPA NSW members should keep their registration renewal documentation in their dedicated Professional Portfolio for a period of three years until they are audited. The portfolio has 5 sections:

1. Supervision and Client contact records
2. Professional Development records
3. Professional Indemnity Insurance records
4. Member Association membership records
5. Ethical conduct records

1. Supervision and client contact records

Members need to keep supervision records which have been signed by their supervisor(s) for the 3 year period since the previous audit. Members should use the *Supervision and Client Contact Verification Form* which is contained in **Appendix A (Clinical, Provisional and Active Life)** and



Appendix B (Intern) below to these Guidelines. Supervision must comply with the CAPA NSW Renewal Requirements. These forms can also be printed off from the website:

See: <http://capansw.org.au/membership/supervision>

2. Professional Development records

Members are required to keep evidence of professional development activities for the 3 year period since the previous audit. Acceptable evidence would be attendance certificates. PD claimed for renewal purposes must meet the requirements set out in the CAPA NSW Renewal Requirements. *Only professional development activities relating to counselling and psychotherapy practice will be accepted.*

See: <http://capansw.org.au/professional-development/capa-pd-policy>

3. Professional Indemnity Insurance records

Members are required to keep proof that they have been covered by professional indemnity insurance for the 3 year period since the previous audit. For example, a Certificate of Currency for the period being audited is required, or a letter from the Registrant's employer stating that the Registrant was covered by the employer's insurance during the period being audited.

See: <http://capansw.org.au/membership/professional-indemnity-insurance>

4. Member Association membership records

PACFA Registrants are required to keep proof that they have been a member of a PACFA Member Association for the 3 year period since the previous audit. For example, a Membership Certificate or receipt for payment of membership fees for the period being audited. If you are intending to register with PACFA, we suggest you keep a copy of your Membership Certificate as well.

5. Ethical conduct records

Members need to provide information and documentation about any ethical conduct issues that have arisen during the period being audited.

Appeal Process

Members whose membership is suspended due to an unsuccessful audit outcome have the right of appeal. Please contact CAPA NSW for details of the appeal process.

PACFA Registrants who are removed from the Register due to an unsuccessful audit outcome have the right of appeal. For more information, download the PACFA Register Appeal Process at the link below:

See: <http://www.pacfa.org.au/community-resources/complaints/appeal-a-decision/>

Kind Regards
Barry Borham
CAPA NSW President
On behalf of the CAPA NSW Executive Committee



Appendix A - Clinical, Provisional and Active Life member - Supervision

The supervisor is to fill out all aspects of the supervision details.

Forms must be original filled out documents, not photocopies, scans or faxes.

Please note: No part of this section is to be filled out by the member. Forms not filled out in their entirety by the supervisor will not be accepted.

Clinical, Provisional and Active Life members are required to have 10 hours of supervision for the 2015-2016 renewal and to have accrued these hours between 1st June 2014 and 31st May 2015. If the client contact hours exceed 400 hours, then 15 hours of supervision will be required.

The supervision can be submitted as individual and/or group and peer supervision.

Group supervision hours are credited 1 hour for every 1 hour of attendance. The group must have no more than 6 attendees.

Please check the CAPA NSW website under the heading '[Membership](#)'-'[Supervision](#)' for full supervision details including minimum criteria CAPA NSW recognises to be a Supervisor.

Ask your supervisor/s to fill out the declaration below, noting the number of clinical face to face and/or telephone hours worked with clients since you last submitted supervision details to CAPA NSW, as well as the supervision hours.

100% of total face to face counselling, individual, couple and family or group therapy hours can be counted.

25% of total telephone counselling hours can be counted where sessions are regularly conducted.

Crisis telephone counselling and financial counselling cannot be counted in these hours.

Please copy this form before filling out - to ensure you have one form for each supervisor you have had during the up until the time of the regrade.

Supervisor's Declaration

I (**Supervisor's name**) hereby declare that I have provided

(**CAPA NSW Member's name**) with:

Individual supervision hours of and/or

Group supervision hours of.....

Peer supervision hours of.....

From 1st June 2014 to 31st May 2015 or during the period of supervision.....

I have discussed with my supervisee their case load and that they have conducted:

I have discussed with my supervisee their case load and that they have conducted:

.....**hours of face to face** (individual, couple, family or group) **counselling/psychotherapy**

And/or..... **hours of phone counselling/psychotherapy** (please list total hours).

And further, that to the best of my knowledge they are practising competently and ethically.

Supervisor's Address

Supervisor's Telephone Work..... **Mobile**

Supervisor's Email

Supervisor's years of experience post training.....

Supervisor's Qualifications.....

Signature of Supervisor

Date



Appendix B - Intern - Supervision

The supervisor is to fill out all aspects of the supervision details.

Forms must be original filled out documents, not photocopies, scans or faxes.

Please note: No part of this section is to be filled out by the member. Forms not filled out in their entirety by the supervisor will not be accepted.

Intern members are required to have 10 hours of supervision for the 2015-2016 renewal and to have accrued these hours between 1st June 2014 and 31st May 2015.

If the client contact hours exceed 400 hours, then 15 hours of supervision will be required.

For Intern Members, the supervision can be submitted as individual and/or group supervision.

Group supervision hours are credited 1 hour for every 1 hour of attendance. The group must have no more than 6 attendees.

Peer supervision is not acceptable for the Regrade to Provisional Membership.

Please check the CAPA NSW website under the heading '[Membership](#)'-'[Supervision](#)' for full supervision details including minimum criteria CAPA NSW recognises to be a Supervisor.

Ask your supervisor/s to fill out the declaration below, noting the number of clinical face to face and/or telephone hours worked with clients since you last submitted supervision details to CAPA NSW, as well as the supervision hours.

100% of total face to face counselling, individual, couple and family or group therapy hours can be counted.

25% of total telephone counselling hours can be counted where sessions are regularly conducted.

Crisis telephone counselling and financial counselling cannot be counted in these hours.

Please copy this form before filling out - to ensure you have one form for each supervisor you have had during the up until the time of the regrade.

Supervisor's Declaration

I (**Supervisor's name**) hereby declare that I have provided

(**CAPA NSW Member's name**) with:

Individual supervision hours of and/or

Group supervision hours of.....

From 1st June 2014 to 31st May 2015 or during the period of supervision.....

I have discussed with my supervisee their case load and that they have conducted:

.....**hours of face to face** (individual, couple, family or group) **counselling/psychotherapy**

And/or..... **hours of phone counselling/psychotherapy** (please list total hours).

And further, that to the best of my knowledge they are practising competently and ethically.

Supervisor's Address

Supervisor's Telephone Work..... **Mobile**

Supervisor's Email

Supervisor's years of experience post training.....

Supervisor's Qualifications.....

Signature of Supervisor

Date