

# selection process document

This document gives applicants an outline of the selection process to support & guide their application to the IPCAPA/AFC/UCL doctoral child and adolescent psychoanalytic psychotherapy training programme.

## application pack

All applicants will receive an application pack electronically containing:

- cover email informing applicants of all relevant dates
- application form
- pre-training requirements
- person specification for IPCAPA training

It is essential that applicants should familiarise themselves with 'pre-training requirements' & 'person specification for IPCAPA training' documents before filling in the application form.

## taking up references

On receipt of the application form, references are taken up. It is advised that applicants inform the referees that they will be contacted soon after the closing date.

## contacting training analyst/therapist

In parallel, we write to the applicant's current analyst/therapist asking when the applicant started analysis/therapy and at what frequency, and when the frequency increased to (at least) 3x weekly sessions. In this same email, we also ask the analyst/therapist if, according to his/her current knowledge, there is any reason to think that the applicant is not/not yet suitable to do the training or to work psychotherapeutically with children.

## interview process

The interview process is in 4 stages (NB. the first 3 are on the same day):

- a one to one interview with a member of Training Staff Selection Group (TSSG), focusing on how the applicant would perform in the working role. The TSSG is composed of senior child & adolescent psychotherapists and other members, closely connected with the IPCAPA training. Each applicant is interviewed following the same set questions. The interviewer then writes a report on the interview, holding in mind the person specification.
- a group interview focusing on the applicant's capacity to work as a team member. Depending on the number of applicants, there may be more than one group interview. In that event, groups are given the same exercise to carry out & the same team observe each group & each person within the group & then score applicants according to set criteria.
- a group interview that tests the values, principles and behaviours the applicants have that would make them suitable as trainee child and adolescent psychotherapists and are the guiding principles that set out how we engage with children, young people and the family/social networks. The panel will consist of 1-2 young people and a carer and will be chaired by a senior member of the Training Staff Group. The group is given a scenario to discuss & the same panel observe each group & person within the group, scoring applicants according to set criteria.

**N.B. The two above groups are run simultaneously on the selection day**

- a one to one with an Clinical Consultant who is looking more at the personal resources an applicant would bring to the training. Clinical Consultants are senior analysts or therapists who have some particular knowledge of the work and role of child psychotherapists, either through supervising trainees or acting as analyst/therapist to others, or as senior colleagues who have an understanding of the NHS. Clinical

Consultants conduct a discursive interview, having in mind the 'person specification', the applicant's application form and the TSSG member's report on their meeting with the applicant. The Clinical Consultant conducts the interview in a way designed to help them to understand the less consciously presented aspects of the applicant's personality. The Clinical Consultant then writes a report on the interview, holding in mind the person specification.

**NB. Occasionally, applicants are asked to have a second clinical consultant interview.**

### **decision process**

All the interview reports are collated, alongside the application form and references, for final assessment by the TSSG who meet together to discuss each candidate's suitability and readiness for training holding in mind the person specification.

The decision of the TSSG is final and the only consideration is that the individual meets, or is likely to meet the requirements of the programme.

Applicants will be informed as soon as possible. Unsuccessful applicants can request feedback by phone or in person.

### **orientation meeting**

There will be an 'Orientation Meeting' for those who have been accepted onto the training to brief candidates on the NHS selection process.

### **NHS panel interview**

Please note that being offered a place on the training does not guarantee that you will be able to train as you will also need to be successful when competing to obtain an NHS funded placement.