



UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training Placement Hours Policy

Document Owner: Nichola Doyle, Director **Effective Date:** 05 June 2025 **Review Date:** 04 June 2028

1. Introduction and Purpose

This policy outlines the requirements for the mandatory 100 client placement hours that students must complete as part of their training with the UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training. The purpose of this document is to provide clear and unambiguous guidance on the number of hours, the mode of delivery (face-to-face vs. online), and the specific conditions for working with different client groups.

Adherence to this policy is essential for the successful completion of the course.

2. Total Hours Requirement

All students are required to complete a minimum of **100 hours** of formal, one-to-one client counselling. These hours must be logged and verified in accordance with the Academy's procedures.

3. Mode of Delivery: Face-to-Face & Online Hours

To ensure students gain a breadth of experience, the 100 client hours must be completed using a blend of face-to-face and online delivery, as follows:

- **Minimum 51 hours must be conducted face-to-face.**
- **Maximum 49 hours may be conducted online.**

4. Client Groups: Working with Adults and Children

4.1 Primary Requirement: Working with Adults

The primary expectation is that students will complete their 100 client hours working with **adult clients (aged 18 and over)**.

4.2 Exception for Working with Children

An exception may be made for students who have demonstrable prior experience of working with children in a professional capacity (e.g., as a teacher, teaching assistant, or in a school-based mental health role).

The conditions for this exception are strict:

- **Approval Required:** Students must receive written approval from the Director before commencing any work with children.

- **Competence Assessment:** Approval is contingent on the student demonstrating competence to work with children and young people, as assessed against the **BACP Competence Framework**. This includes, but is not limited to, showing an understanding of:
 - Child and adolescent development.
 - Specific ethical and legal considerations (e.g., consent, confidentiality, Gillick competence).
 - The ability to adapt therapeutic approaches appropriately.
- **Hour Limit:** Students approved under this exception may undertake a **maximum of 30 hours** of their 100-hour requirement with children.
- **Mode of Delivery:** All 30 of these hours with children **must be conducted face-to-face**. Online therapy with children is not permitted as part of the student's placement hours.

5. Calculating Your Hours: A Practical Breakdown

This section clarifies how the different requirements work together.

Scenario A: Student Works Only with Adult Clients (Standard Route)

This is the most straightforward route.

- **Total Hours:** 100
- **Client Group:** Adults only
- **Face-to-Face Hours:** Minimum 51
- **Online Hours:** Maximum 49

Scenario B: Student is Approved to Work with Children (Exceptional Route)

If you are approved to work with children, your 30 face-to-face child hours contribute towards your mandatory 51 face-to-face hours.

Here is a breakdown assuming a student completes the maximum 30 hours with children:

1. Hours with Children:

- **30 hours** completed.
- These are all **face-to-face**.
- These 30 hours count towards your total of 100 hours AND your minimum of 51 face-to-face hours.

2. Calculating Remaining Hours:

- **Total hours remaining to complete:** $100 - 30 = 70$ hours. (These must be with adults).
- **Face-to-face hours remaining to complete:** 51 (minimum required) - 30 (completed with children) = **21 hours**.

3. Summary for the remaining 70 adult hours:

- You must complete a minimum of **21 hours face-to-face** with adult clients.

- The remaining **49 hours** (70 total adult hours - 21 face-to-face adult hours) may be completed **online** with adult clients.

In this scenario, your final logbook would show:

- **30 face-to-face hours with children.**
- **70 hours with adults (comprising at least 21 face-to-face and up to 49 online).**
- **Total Hours = 100.**
- **Total Face-to-Face Hours = 51+**

6. Adherence to Placement Organisation Protocols

It is a mandatory requirement that while on placement, students must familiarise themselves with and adhere to all policies and procedures of their placement organisation. This includes, but is not limited to, the organisation's own safeguarding, confidentiality, and data protection protocols. Where a placement provider's policy differs from the Academy's, the student should discuss this with their supervisor to ensure they are always acting in the most ethical and safest manner.