

**THE PROFESSIONAL BOARD FOR PSYCHOLOGY**

**THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA**

**CRITERIA FOR THE TRAINING AND FOR THE ACCREDITATION OF  
INSTITUTIONS OFFERING TRAINING OF INTERN-PSYCHOLOGISTS**

1. MAIN PRINCIPLES

In the training of intern-psychologists the following main principles must be adhered to:

A. The Training Institution

Training can only be recognised if it takes place in an approved institution on a full-time basis (40 hours per week) over a minimum period of one year.

B. Duties of the Training Institution

Proper supervision of the intern's work is essential and must take place in the context of a multi-professional team in which the interns are fully integrated. The supervision of interns must take place under the direct control of at least one full-time, registered psychologist who has been registered for at least three years. This psychologist accepts the primary responsibility for the professional moulding of the interns. Under his /her guidance, the interns must gradually be allowed to assume progressively greater responsibility. The supervising psychologist must ensure that the candidate is **registered** as an intern psychologist with the HPCSA.

C. The Training Programme

The training of interns must cover all the facets outlined below, although training institutions are free to determine the emphasis to be placed on the training within the indicated limits.

The programme must include ethics and the number of leave days.

The psychological tests listed in the internship programme have to comply with the Board's-

- i. Policy on the classification of psychometric measuring devices, instruments, methods and techniques (from 208);
- ii. List of tests classified as being psychological tests (form 207).

D. Maintenance of Standards

The maintenance of the standard of training is delegated to the psychology departments of South-African universities, in collaboration with institutions accredited by the Professional Board for internship purposes, on the understanding that the final authority in this matter remains that of the Professional Board.

## 2. GENERAL CRITERIA

In the training of intern psychologists the following principles must be adhered to:

### A. The Training Institution

- (1) Training will only be recognised if it takes place on a full-time basis in an institution approved for this purpose by the Council. During the prescribed minimum internship period of twelve months full-time practical training (at least 40 hours per week) a maximum period of one month may be used for leave or sick leave as the case may be.
- (2) Proper supervision of the intern's work is essential and must be exercised by at least one full-time, senior psychologist registered in the same category as the intern. The supervising psychologist must ensure that the candidate is **registered** as an intern psychologist with the HPCSA.
- (3) The training institution must have sufficient senior personnel available to provide the necessary training of the interns. Under no circumstances shall the ratio between the interns and senior psychologists exceed 10:1. Further, the training must be done in a multi-professional context. The intern must be involved as a full member of the team and be led progressively to assume more responsibility.
- (4) The training institution must be able to provide the intern with wide experience in the field and must be equipped with sufficient facilities to ensure this. Training institutions will be required to provide proof of being able to meet the training criteria for the interns concerned. If a training institution could only meet part of the training criteria the Professional Board may accredit the training institution for the proportional part or parts of the training at the training institutions which may be considered satisfactory.

### B. Duties of the Training Institution

- (1) As indicated in section 2.A. it is the duty of the training institution to maintain proper supervision of the work of interns.
- (2) Interns must also be fully integrated as members of a multi-professional team at the training institution.
- (3) Interns must be allowed sufficient time for study and discussion, as well as for lectures and programmes which may be arranged by the collaborating university.
- (4) In terms of section 60 of Act 56 of 1974, accredited institutions declare themselves willing to allow the Professional Board both before and after accreditation, to inspect or have the training facilities inspected. Private institutions must notify the Professional Board should they wish to change their proposed training programme.
- (5) It is further required of accredited institutions to compile quarterly progress reports and to submit such reports to the supervising university department. Training institutions must inform the Professional Board of any changes at the place of training which may affect its accreditation.
- (6) Further, interns must have access to a spectrum of cases which is sufficient to ensure the variety of exposure required by the programme.

C. Maintenance of Standards

(1) **Institutions concerned**

The maintenance of the standard of training is delegated to the psychology departments of South African universities in co-operation with the accredited institutions on condition that the final authority in this matter remains with the Professional Board.

(2) **Training programme**

Before candidates start their intern training a programme must be drawn up by the head of the department concerned in the training institution, or supervising psychologist, in collaboration with the head or appointed lecturer of the psychology department of the supervising university.

(3) **Procedure in the event of unsatisfactory intern progress**

In the event that doubt arises regarding the competence or progress of an intern the head or deputy-head of the department of the training institution concerned must liaise with the supervising university department. Together with the head of the accredited training institution they should decide on appropriate action such as reprimand, more intensive training, warning, extension of internship or even termination of internship. The Council must be informed immediately of any such steps taken against an intern.

In the case of termination of an internship the supervising university department shall advise the Council regarding any extent to which the candidate should receive recognition for the internship training received and whether the candidate should be allowed the opportunity to complete the internship elsewhere.

(4) **Certification**

After completion of the period of service at the training institution an intern duty certificate must be signed by the head of the department of the training institution, the head of the supervising university department as well as the administrative head of the training institution or their official deputies.

D.1 Applications for Accreditation

Institutions wishing to apply for accreditation by the Professional Board to train intern psychologists, must do so in writing, submitting the following information:

*Psychologists employed.* Full information concerning the full-time and part-time post structure and the number of psychologists on the staff of the institution must be supplied. Details must also be submitted regarding the categories in which the psychologists are registered, dates of registration, and their experience since registration.

*Other professional personnel employed.* Similar information must be furnished concerning other professional personnel involved in the training of interns.

*Other personnel employed.* The institution must have at its disposal sufficient senior personnel to provide for the necessary professional enrichment of interns. They should be

multi-professional. Apart from the full-time senior registered psychologist, they must include at least two other members of staff who are either psychologists registered in any category, or are persons with professional post-graduate qualifications in a relevant field (e.g. economists, accountants, engineers, sociologists, social workers, medical practitioners, lawyers, MBA graduates, dieticians).

*Spectrum of work.* A clear indication must be given of the variety and nature of psychological work which the intern will be able to engage in, as well as a description of typical projects handled over at least one year.

*Facilities.* Detailed information must be supplied concerning testing facilities, available tests, library facilities, audio-visual aids, venues for group work and other facilities relevant to the training of interns.

*Training programme.* A complete exposition of the proposed training programme for intern psychologists must be submitted. The main activities and an indication of the staff who will be involved in the training, must be provided. The duration of each activity in the programme must be clearly indicated.

*Collaborating university department.* An indication must be given, with documents in support thereof, of the university department which will be acting as the supervising and collaborating university department.

## D.2 Accreditation Obligations

Institutions must declare themselves prepared to allow the Professional Board to inspect the institution's facilities for training in loco or to have these inspected in terms of section 60 of the Act, both before and after accreditation. The institution must also declare itself prepared to collaborate with the psychology departments of supervising universities, to draw up a programme of work for prospective interns, and to ensure that the programme is adhered to. The institution must also be prepared to draw up progress reports on interns on a three-monthly basis and to submit such reports to the supervising university department. The Professional Board is entitled to access to such reports.

The programmes of work for interns, and the progress reports on interns, together with the requirements to be met by an accredited institution, will form the basis of any inspection of facilities, which may be held before or after accreditation.

Private institution wishing to be considered for accreditation must enter into a signed agreement with the Professional Board that they will adhere to the proposed intern training programme, that they will provide the necessary training, and that they will maintain proper supervision of interns.

The application for accreditation must be submitted to the Manager, Professional Board for Psychology, P O Box 205, Pretoria, 0001 for consideration by the Board at least 3 months prior to commencement of the internship.