



THE PROFESSIONAL BOARD FOR PSYCHOLOGY

POLICY REGARDING INTERN PSYCHOLOGISTS:

GUIDELINES FOR UNIVERSITIES, INTERNSHIP TRAINING INSTITUTIONS AND INTERN PSYCHOLOGISTS

REQUIREMENTS IN RESPECT OF INTERNSHIP PROGRAMMES IN INDUSTRIAL PSYCHOLOGY

1. Purpose

Industrial psychologists plan, develop and apply paradigms, theories, models, constructs and principles of psychology to issues related to the world of work in order to understand, modify and enhance individual, group and organisational behaviour well-being and effectiveness. The purpose with this document is to provide general and specific guidelines for internship training in industrial psychology.

2. Internship contents

2.1 Purpose and outcomes of internship programmes

The purpose of an internship programme is to allow interns to convert previously acquired theoretical knowledge into activities related to professional practice, and to apply newly acquired practical knowledge and skills, under the supervision of a senior industrial psychologist.

Interns need to be able to demonstrate an applied post-master's degree competence and proficiency in the domain of industrial psychology. Such competencies are tangible and observable human behaviour-related diagnosis, design, intervention and assessment that are applied at the individual, group and organisational levels

The human behaviour focus, as the premise of industrial psychology practice, needs to be embraced and specified. This requires of interns to account for behavioural considerations and consequences of interventions in all internship activities.

Intended outcomes of internship programmes should be aligned to the Practice Framework for Psychologists, Psychometrists and Registered Counsellors (Document No. TBD).

2.1 Duration, domains and activities

The programme duration is one year (50 weeks internship plus 2 weeks leave). The domains that need to be accounted for in the compilation of and participation in an internship programme in industrial psychology, and the percentage time to be allocated to each domain, are depicted in the table below:

	Domain	% Time	Weeks (Approx.)
1.	Organisational psychology	15	8
2.	Human resource (personnel) psychology	15	8
3.	Career psychology and employee wellness/wellbeing	15	8
4.	Testing and assessment	20	10
5.	Elective	15	8
6.	Professional ethics	10	5
-	Leave	5 (max)	3

It should be noted that:

1. Domains are broad fields of practice
2. The percentages to be allocated to each domain, as illustrated in the third column, are guidelines on minimum percentages to be allocated to each domain. An intern may therefore increase any one of domains 1-6 by 5% to bring the total percentage to 100. The number of weeks allocated are approximations
3. Each domain contains a number of activities that need to be described in detail
4. The Practice Framework should provide guidance for the broad descriptions of activities
5. 'Weeks' relate to a working week (Monday-Friday); and
6. Days allocated to each activity and the percentage of time allotted in relation to the total number of internship days need to be indicated.

3. Structuring programmes for industrial psychology internships

3.1 Domain content guidelines

3.1.1 Organisational psychology

The design, implementation and evaluation of internship related organisational psychology interventions on the individual, group and organisational level, may include, but are not limited to:

- Organisation design and structure
- Managerial psychology
- Group functioning and effectiveness (at least one group development or team building/problem solving/conflict resolution intervention needs to be conducted/facilitated)
- Organisational culture and climate
- Organisational change
- Organisation development
- Organisational effectiveness

3.1.2 Human resource (personnel) psychology

It should be noted that the industrial psychology internship is not an internship in human resource management or administration. Some, albeit of limited scope, activities related to human resource administration may, however, be included in the Domain: Human resource (personnel) psychology.

Activities in this domain are usually focused on behaviour-related processes and interventions pertaining to:

- human resource staffing (job analysis, recruitment and selection). In terms of job analysis and competency design it should be noted that the Employment Equity Act requires organisations to defend their selection decisions by showing the relevance of the assessment techniques to a specific job. Interns therefore need to demonstrate that exposure to competency based systems of job analysis and assessments have been included, as well as provisions to ensure job-person fit at every level of the organisation
- the assessment of potential, performance management and appraisal
- employee compensation
- human resource development
- employment relations
- contemporary issues in human resource psychology.

The specific contextual challenges faced by organisations and their members that need to be addressed in this domain, are:

- The South African Constitution and Bill of Human Rights
- Relevant and recent South African employment-related legislation and the challenges that these pose for various stakeholders

It should further be considered that

- At least five (5) employment/selection interviews need to be conducted
- At least one training and development intervention needs to be designed, presented and evaluated
- At least one disciplinary hearing should be attended and reported on.

3.1.3 Career psychology and employee wellness/wellbeing

The following activities need to be included in this domain:

- Basic counselling skills
- The diagnosis of workplace related psychopathology (e.g. stress and burnout) and general psychopathology (e.g. depression, psychological trauma), pending the possibility that these will arise during internship activities
- Appropriate referral procedures for further diagnosis and treatment of workplace related and general psychopathology

Please note: Industrial psychologists do not provide treatment, e.g. individual psychotherapy, but limit their scope of practice to:

1. diagnosis of psychopathology and the recognition of the need for further treatment and psychological intervention;
2. referral to other specialised professionals; and
3. collaboration with such professionals to ensure career and workplace related adjustment of affected individuals.

- Career counselling interventions to be conducted at individual (a minimum of three case) and group level (a minimum of one)
- Career counselling assessments that will be utilised need to be specified
- The number of career counselling sessions using assessment results needs to be specified if possible
- Physical and psychological health challenges that impact on employee wellness/well-being (e.g. HIV-Aids; physical and emotional occupational diseases; the psychological impact of negative economic circumstances, e.g. organisational decisions relating to retrenchment and job loss; workplace ergonomics and safety).

3.1.4 Testing and assessment guidelines

Industrial psychologists perform a range of psychometric and other assessments for determining the potential and/or suitability for training, development of human potential, employment, and individual, group and organisational effectiveness. They also design, develop, standardise and implement assessment tools and procedures related to the work environment.

The assessment value chain that interns need to become *au fait* with is outlined as follows:

1. Determine the purpose of assessment (selection versus development versus counselling)
2. Design assessment process based on the information obtained in 1. above (Battery of instruments for maximum and typical performance and based on job analysis and competency profiling)
3. Assessment administration (e.g. in-depth interviews, simulations, paper and pencil or computer based/Internet assessments)
4. Scoring and interpretation of assessment results. Where appropriate, the shortlisting and/or ranking of individuals based on identified cut-off scores (predictive validity or criterion-based approach)
5. Preparation and clarification of results (explore behaviour traits and abilities suggested by instrument and their likely impact on individuals, on their work performance/adjustment and on organisational performance)
6. Determine deliverables of assessment processes. This includes, but is not limited to, detailed reports, development plans and/or ranking
7. Feedback and reporting to an individual and/or organisations (manager/selection panel)
8. Evaluation and follow-up.

3.1.4.1 Psychometric testing

The following psychometric testing activities need to be specified in the proposed internship programme as comprehensively as possible:

- The extent to which international and national best practice guidelines for test users will be understood and accounted for
- The extent to which a broad spectrum of psychological tests within an individual and group context will be administered
- The extent to which the challenges of on-line/Internet-based assessment has been understood and accounted for
- Detailed information in respect of validity, reliability, bias, the Employment Equity Act and relevance within the South African context

- An indication of the intern's intention and effort to understand and be accountable for the psychometric properties of all tests and assessments utilised
- Research, meetings and workshops with regard to employment equity, tests validation in industry, e.g. cross cultural validation and predictive validation.
- Psychometric tests that will be used have to be listed in the internship programme and have to be aligned to the Professional for Psychology's List of Tests classified as being Psychological tests" (Form 207) and the "Policy on the Classification of psychometric measuring devices, instruments, methods and techniques" (Form 208)

Where possible, the following information needs to be provided in the proposed intrernship programme:

- The number of psychometric tests that will be administered, scored and interpreted
- The number of reports that will be compiled based on single test assessments for one candidate
- The number of integrated reports (based on multiple tests for one candidate)
- The number and nature of test related feedback sessions to candidates, clients and management.

Statistics related to these activities need to be comprehensively conveyed in the written internship progress reports.

3.1.4.2 Other assessments

Internship programmes need to clearly indicate quantitative and qualitative assessments to be utilised, e.g.

- Assessment centre simulations, such as in-baskets activities, group exercises and role plays
- Organisational diagnostic tools and measures of organisational culture and climate
- Organisational surveys
- Impact studies
- The number and nature of assessment related feedback sessions to candidates, clients and management.

Programmes need to be specific in terms of the extent and nature of assessment related feedback sessions.

3.1.5 Elective

The elective domain in the internship programme affords the intern the opportunity to include one or two industrial psychology domains that are aligned to the interest and goals of the intern and/or the internship training institution where the programme is being conducted.

One or a maximum of two electives may be selected from the list below:

- Consumer psychology
- Ergonomics
- A diagnostic and intervention-based research project (different from that completed for the master's dissertation)
- The psychology of employment relations
- Coaching psychology
- Consulting psychology
- Occupational stress management
- Deviant/counterproductive organisational behaviour
- Organisational ethics (related to organisational codes of ethics and organisational ethical culture)
- Any other elective that is well-substantiated and described.

3.1.6 Ethics

Industrial psychologists

- have a thorough knowledge of the code of professional ethics of the HPCSA and the Professional Board Psychology.
- conduct psychological research and practice in accordance with guidelines for professional practice of the HPCSA and the Professional Board for Psychology.
- have knowledge on and apply the principles of the relevant legislative framework which impact on psychological research and practice.
- conduct research and practice in accordance within these ethical and legislative parameters.

Interns need to demonstrate that they have mastered the contents and are able to apply these ethical and legislative guidelines in their internship programmes.

In addition to formalised and structured efforts at mastering a professional ethics orientation in industrial psychology, the intention to be ethically accountable (i.e. considering ethical dimensions, challenges and implications) in all domains of the internship needs to be clearly stated in the proposed programme, and be comprehensively described and accounted for in all written internship progress reports.

3.2 General guidelines

- Internship programmes need to be professionally designed and presented for evaluation to supervisors and the Education Committee of the Board for Psychology
- Programme domains and activities should be stated comprehensively and specifically
- Activities need to be described in terms of action verbs; examples of such words include 'design', 'present', 'facilitate', 'assess', 'evaluate', 'compile report', 'observe and report', 'plan, structure and provide feedback'; non-descriptive and vague terms such as 'read', 'will be involved in' or 'will be exposed to' should be avoided
- Report writing and verbal feedback related to all internship activities need to be stipulated
- Where appropriate, contextual and developing country challenges need to be accounted for in activities (South African situation and challenges)
- Time for continuous reflection on learning in conjunction with supervisors should be accounted for in the internship programme
- It is recommended that programmes be submitted in tabulated form.

4. Supervision

It is assumed that the general guidelines (see HPCSA Document no. XXX) pertaining to supervision of internships are planned and accounted for in the activities described in the internship programme. As such, weekly one hour (or fortnightly two-hour) one-to-one supervision sessions need to be scheduled and conducted.

Supervision sessions are aimed at

1. Mentoring and coaching of interns to assess the extent to which learning has occurred and outcomes have been achieved (this includes critical cross-field outcomes such as professionalism, presentation skills, writing proficiency, etc.),
2. Accounting for the behavioural focus of industrial psychology, and
3. Reflection on ethical challenges encountered in each internship activity.

5. Reporting guidelines

It is expected of interns to compile and maintain a portfolio of evidence (PoE) that contains

- All relevant internship related documentation (e.g. reports)

- Reflections on learning experience in each activity
- Reflections on ethical challenges of each activity and how these were accounted for
- Notes on discussions with supervisor(s)
- Three quarterly and one final integrated report need to be compiled for submission to internal and university-based supervisors.

All records need to be stored for 5 years after completion of the internship programme.

August 2011 version