Policy regarding Intern Industrial Psychologists:

Guidelines for Universities, Internship Training Institutions and Intern Industrial Psychologists

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**GLOSSARY OF TERMS**

**The Act** refers to the Health Professions Act 56 of 1974.

**The Board** refers to the Professional Board for Psychology of the Health Professions Council of South Africa (HPCSA). The Board is responsible for the oversight of the quality of education and training in psychology and accredits institutions and the programmes offered by such institutions.

**Board Examination** indicates the National Examination of the Professional Board for Psychology that exists as an entry requirement for professional registration.

**Collaborating University**, is the accredited tertiary education institution that oversees internship training that is conducted by accredited training institutions.

**Intern** refers to an Intern Psychologist that needs to complete an accredited Industrial internship programme prior to registration as a professional psychologist.

**Internship** is an accredited one year (12 months) structured programme that consists of practical, competence based activities that need to be completed by individuals that wish to register as psychologists. The internship is an entry requirement for professional registration.

**Master's degree** denotes an accredited one- or two year Master’s degree programme that consists of coursework and a research-based dissertation in one of the categories of psychology recognised by the Board. Such a Master’s degree is generally referred to as a coursework Master’s and was previously referred to as a ‘directed’ or ‘applied’ Master’s degree.

**Psychologist** refers to an individual that has completed all entry requirements to the profession of psychology and that has been duly registered by the Board as a psychologist. A psychologist is empowered to perform psychological acts within a specific category of registration namely clinical, counselling, educational, industrial or research.

**Student Psychologist** is an individual that is registered with the Board as a psychology student. The student psychologist is enrolled for an accredited Master’s degree programme at a university accredited by the Board to provide such academic training. The student psychologist is not yet an intern until registered as such with the Board.
Supervisor, or supervising psychologist, is a psychologist who has a minimum of three years’ experience and has been registered as a psychologist with the Board for more than three years.

Training institution denotes the institution that is officially accredited by the Board to provide specialised practical training in Industrial Psychology. The duration of such accreditation is usually five years, but an institution can also be afforded temporary accreditation for the training of one or more intern psychologists.

University is the accredited higher education institution that provides academic and practical training within accredited psychology degree training programmes for psychology students.
1 PURPOSE OF THE DOCUMENT

This document provides general guidelines for the training of intern Industrial Psychologists and the roles and obligations of the different role players involved in training.

2 ROLE OF THE PROFESSIONAL BOARD FOR PSYCHOLOGY

The Board controls the education and training of psychologists in terms of the Health Professions Act of 1974, Section 16, by setting standards for education and training and by ensuring that the standards are adhered to. The Board therefore has a statutory obligation to act on behalf of the profession by providing guidance to the profession to ensure that practitioners act in the interest of the public. It is the role of the Board to increase consumer protection through the examination and certification of psychologists who demonstrate competence in approved specialty areas in the profession of psychology.

In the case of internship training, the role of the Board is to ensure that interns are adequately trained and competent on completion of their internship programmes. This will ensure that newly qualified practitioners are adequately prepared to practice when applying to the Board for registration as psychologists. Training is only permitted at institutions that are accredited or approved by the Board.

3 PURPOSE AND NATURE OF THE INTERNSHIP IN INDUSTRIAL PSYCHOLOGY

The term internship refers to the prescribed minimum period of 12 months of full-time practical training in Industrial Psychology.

The primary purpose of an internship is to integrate, apply and refine student psychologists’ attitudes, competencies and skills that are necessary for independent functioning as a psychologist in a variety of settings. Note: competencies vary according to the specific registration category.

The internship provides potential Industrial Psychologists with hands-on, authentic experience in a work setting. Ideally, internships enable interns to:

(a) integrate and use the knowledge and skills gained from their academic training,
(b) discover where further competence is needed,
(c) take steps to acquire that competence under supervision, and
(d) become better acquainted with the types of work settings in which such competence can be applied.

4 ACADEMIC PREREQUISITES FOR INTERNSHIPS IN INDUSTRIAL PSYCHOLOGY

4.1. In order for candidates to be registered as Industrial Psychologists, the academic coursework and dissertation should be completed within five (5) years after registration as a student Industrial Psychologist. Should candidates fail to register within the five year period, they will be required to submit a clearance report issued by their University. The clearance report should stipulate the University’s declaration of approval of the candidate’s level of theoretical knowledge. Such a report needs to be submitted to the Education, Training and Registration Committee (ETRC) of the Board for consideration.

4.2. The minimum academic requirements are five (5) years full-time formal education in psychology. This consists of:

   a) a three (3) year Bachelor’s degree in Industrial Psychology or the equivalent thereof as a major subject, and a post-graduate year, i.e. an Honours degree in Industrial Psychology, or a four (4) years BPsysch degree in Industrial Psychology, and

   b) a Professional Master’s degree programme or the equivalent to a fifth year of study in Industrial Psychology

4.3. An applicant who completed the equivalent of five (5) years of study in Psychology, as stipulated in 4.2 above, may then seek internship training in Industrial Psychology.

4.4. In circumstances where academic studies are not as outlined in 4.2 above, but are believed to be equivalent to the above formal requirements outlined, applicants must submit details to the Board for consideration.

4.4.1. In such cases Form 91 needs to be completed in full. Notarised documentation is required and should be submitted with the application.

4.4.2. If such an application is accepted by Board, it is the responsibility of the applicant to obtain an internship training placement.
4.5. A moratorium has been placed on second internships following an integrated Master’s degree, i.e. a Master’s degree that has provided for the training of two (2) registration categories in the coursework component of the Master’s degree.

5 PROFESSIONAL PREREQUISITES FOR INTERNSHIPS IN INDUSTRIAL PSYCHOLOGY

Registration as a student psychologist in Industrial Psychology is compulsory within the first month of commencing the degree. Prior to registration as an intern Industrial Psychologist, candidates must have been registered with the Board as a student Industrial Psychologist for a minimum period of 11 months.

6 INTERNSHIP TRAINING AND SUPERVISION

6.1. The Roles and Obligations of Training Institutions

6.1.1 Internship training institutions and collaborating Universities are jointly responsible for the training of intern Industrial Psychologists.

6.1.2 Internship training is provided by institutions that are accredited by the Board to provide such training or through a specialised tailored internship programme (see section 7.3 below)

6.1.3 The training institution needs to present all successful applicants for internships with a written contract or offer of employment that stipulates the dates of commencement and completion of the internship, remuneration, information on annual and sick leave, the name of the supervising Industrial Psychologist, and other information that may be specific to the training institution.

6.1.4 The training of interns is only recognised if a full-time (12 months).

6.1.5 Training institutions are expected to provide interns with an internship specific orientation programme that is over-and-above the formal induction or orientation programme that the institution offers to new employees.

6.1.6 Interns need to complete and sign a confidentiality agreement with the institution that is formulated in such a way that the dignity and confidentiality of all stakeholders are respected and maintained. Such a confidentiality agreement should cover all activities as stipulated by the internship programme.
Confidentiality refers to the protection of information as required by law, the institution (organisation) and the psychology profession.

6.1.7 Proper supervision of the intern's work is essential and needs to be conducted by a registered Industrial Psychologist. The training institution and supervising Industrial Psychologist need to ensure that the candidate is registered as an intern Industrial Psychologist with the Board within one (1) month of commencing the internship. The internship programme should cease if the intern fails to register as an intern Industrial Psychologist.

6.1.8 The training institution needs to have a ratio of 1:5 Industrial Psychologists available to provide the necessary training of the interns. It is further recommended that the training be conducted in a multi-professional context. The intern needs to be exposed to multi-disciplinary contexts to enhance referral competencies.

6.1.9 The training institution needs to provide the intern with an array of experiences relevant to the field and needs to be equipped with sufficient facilities to ensure this. Training institutions are required to provide proof of being able to meet the training criteria for the interns concerned.

6.1.10 Training institutions and supervising Industrial Psychologists are obliged to ensure that intern Industrial Psychologists are evaluated every three (3) months. Evaluations are conducted according to the competencies expected of an Industrial Psychologist. Intern Industrial Psychologists should be informed of their progress, based on this evaluation. Copies of the progress reports need to be sent to the supervising University and filed for the use of the Board if requested. Reports should be retained for record-keeping purposes and be made available during Board accreditation visits.

6.1.11 Training institutions should have an evaluation procedure and a policy that allows for the timely identification and management of underperforming interns. Since interns have an employment contract with the training institution, they are also subject to the institution’s disciplinary codes and procedures.

6.1.12 Institutions should have a formal process in place to address intern Industrial Psychologist complaints.
6.2. The Role and Obligations of Collaborating Universities

6.2.1 Universities’ Departments of Psychology (or the equivalent thereof) act in an overarching supervisory capacity for internship programmes conducted at designated training institutions. This role implies that the internship training institution enters into a collaborative agreement of temporary or extended duration with the supervising University via the Head of the Department of Psychology. In order to act as collaborating University the institution must offer a Professional Masters’ degree in Industrial Psychology and be accredited by the Board to do so.

6.2.2 The University’s Department of Psychology should appoint an Industrial Psychologist with a minimum of three (3) years’ experience to oversee the supervision at the training institution on behalf of the Department who meets with the interns and the training institution’s psychologists at least four (4) times a year to ensure good governance and proper execution of internship training programmes. This further implies the monitoring of interns’ progress reports and portfolios of evidence.

6.2.3 Should an intern fail to comply with the requirements set by the collaborating University, or should the training institution or supervising psychologist fail to deliver the training programme as endorsed by the Board, the University is required to take immediate action to ensure that the training is satisfactorily conducted and completed.

6.3. The Roles and Obligations of Supervising Industrial Psychologists

6.3.1 The supervising psychologist needs to be registered as an Industrial Psychologist and is required to have demonstrable competencies in the field of Industrial Psychology.

6.3.2 Only Industrial Psychologists that had been involved in less than 30% of the previous Master’s level academic training (coursework) of the internship candidate may act as supervising psychologist. If there is a need to deviate from this stipulation, prior Board approval, that includes a detailed justification, is required.
6.3.3 The supervising Industrial Psychologist is obliged to ensure that the intern is registered in the category of Industrial Psychology.

6.3.4 Where applicable, as in the case of specially tailored internships, the supervising Industrial Psychologist needs to guide the intern Industrial Psychologist in the compilation of the internship training programme.

6.3.5 The supervising Industrial Psychologist needs to ensure that the intern Industrial Psychologist competently completes all the domains and activities contained in the internship.

6.3.6 The supervising Industrial Psychologist should be accessible and available for regular personal contact in the form of structured mentoring and evaluation that focus on the development of the intern’s competencies that pertain specifically to the psychological services rendered directly by the intern Industrial Psychologist. Interns need to be carefully monitored by the supervising Industrial Psychologist.

6.3.7 The supervising Industrial Psychologist is expected to spend at least 40 hours on individualised interaction with and observation of each intern. The 40 hours should be evenly spread across the duration of the internship. Telephonic access is acceptable in exceptional circumstances but the actions of the intern Industrial Psychologist remain the responsibility of the supervising psychologist in these circumstances.

6.3.8 A ratio of five (5) interns to each supervising Industrial Psychologist may not be exceeded. Where the ratio requirement cannot be adhered to, prior Board approval is required.

6.3.9 Supervising Industrial Psychologists need to abide by the ethical guidelines that regulate the supervisor-intern psychologist relationship at all times.

6.3.10 Psychologists that are close family members of interns (e.g. spouse, parent, sibling, in-law relation) may not act as a supervising psychologist.

6.3.11 All internship applications should be accompanied by a written declaration by the supervising Industrial Psychologist regarding potential conflicts of interest (e.g. as a component of the written undertaking by the supervising psychologist
stating that he/she is willing to act as supervisor for the intern) for consideration and approval by the ETRC of the Board.

6.4. **The Roles and Obligations of Intern Industrial Psychologists**

6.4.1 Interns should practice within their scope of practice as Industrial Psychologists as determined by the Board.

6.4.2 Interns are expected to exhibit professionalism at all times during the internship experience. This professionalism should be evident in their interactions with clients, co-workers, and supervisors. Interns are expected to apply their knowledge, skills, and abilities in the performance of all duties, to behave ethically, and to follow all rules and policies of the internship training institution and of the Board.

6.4.3 Intern Industrial Psychologists are further obliged to:

(a) Ensure that all domains and activities contained in the internship programme are successfully completed and with demonstrable competence.

(b) Keep accurate time sheets (log books) of all their activities and supervision sessions (see attached example of a log book).

(c) Compile and maintain a portfolio of evidence of all activities. Such a portfolio needs to be available for inspection for a period of five (5) years after registration as an Industrial Psychologist.

(d) Compile and submit to their supervisor(s) three (3) quarterly progress reports and one final integrated report.

(e) Ensure that all records, especially electronic, are kept secure in accordance with the Health Professions Ethical Guidelines on Record Keeping.

7 **INTERNSHIP FORMAT AND CONTENT**

7.1 Internship training in Industrial Psychology is recognised by the Board if it is conducted in an accredited or approved institution on a full-time basis (40 hours per week) over a minimum period of 12 months.

7.2 The internship training must be conducted within the category of Industrial Psychology.
7.3 Three possible formats of internships exist:

7.3.1 Format A

An internship that comprises full-time employment as an intern Industrial Psychologist at an institution accredited by the Board to follow a stipulated programme of training; or

7.3.2 Format B

A full-time (12 month) specially tailored internship programme.

Full-time internship programmes may be undertaken in an organisation that employs one or more senior Industrial Psychologists on a full-time basis. This format may be offered by a primary training institution responsible for at least six (6) months uninterrupted training, in collaboration with one or more secondary internship training institutions that provide training in the remainder of the activities as stipulated in the internship programme.

a) Requirements:

i. If possible, applications for specially tailored internship programmes need to be submitted to the Board for approval at least three (3) months prior to the date of commencement of the internship. Applications for the approval of tailored internship programmes that are received after a period of 14 days beyond the date of commencement of the internship programme will not be considered by the Board. The onus is on interns to provide documented proof of the exact date that programmes were submitted to the Board. Internships that commence prior to approval will not be recognised and will not be approved retrospectively.

ii. The prospective intern must submit an application signed by the collaborating University, the training institution and the supervising Industrial Psychologist(s). The proposed programme of training must be designed and approved by the collaborating University and the training institution. It is the responsibility of the collaborating University and the training institution to monitor and ensure that the proposed programme is completed and approved.
iii. The following information needs to be submitted with the application to the Board for approval of the full-time tailored internship:

- Complete details of the programme in the form of a week by week schedule (52 weeks including leave days) that stipulate the total number of hours and percentage of time allocated to each domain and activities within each domain
- The client spectrum involved
- The specific number and types of psychological tests and assessments that will be utilised and/or skills that will be developed
- Specific psychological techniques in which training will be provided
- Comprehensive time-based details of individual and group supervision arrangements
- Details of the experience of the in situ multi-disciplinary work team (other professionals or colleagues).

iv. Interns need to refer to Form 218 and the Checklist for Industrial Psychology Internships in this regard.

7.3.3 Format C

Internships for foreign qualified practitioners.

Foreign applicants should follow the guidelines contained in Form 91 when applying to the Board. The Board will then, during its first consideration of the application, at its discretion, prescribe one or more of the following steps that need to be implemented by the candidate prior to final Board approval:

a) The completion of an Objective Structured Clinical Examination (OSCE) by the Industrial Psychology Department at a University recommended by the Board (the University needs to be Board accredited); the level, scope and depth of the exam will be stipulated by the Board; the University can then subsequently conduct the examination; the University at its discretion may, or may not, prescribe preparatory work/studies that need to be completed by the applicant prior to examination; the format (written, oral or portfolio of evidence) of the examination will be at the discretion of the University; based on the results of the examination the University will either recommend to the Board that the candidate may be allowed to commence
with an internship without having to enrol for any further academic training, or that the candidate enrols for specified modules in Industrial Psychology at an accredited University; and

b) The completion of a 3, 6, 9 or 12 month internship at an Industrial Psychology internship institution accredited or approved by the Board; a minimum internship period of 3 months will be required by the Board to enable foreign qualified applicants to familiarise themselves with local circumstances, as well as psychological tests and assessments used locally; once the ETRC of the Board has advised the candidate on the length of the internship to be undertaken based on the intern’s application and all documents that need to be included in this application, this internship format can be implemented as either a Format A or B internship.

7.4 If a part or all of an internship is not undertaken at an accredited training institution, it is the responsibility of the collaborating University to ensure that all general requirements contained in this document and specific requirements required for the training of intern Industrial Psychologists (Form 218 and the Checklist) are adhered to.

7.5 Internship programmes must contain a minimum ethics and legislative component of ten percent (10%). Intern Industrial Psychologists need to demonstrate that they have mastered the contents and are able to apply all applicable ethical and legislative guidelines in their internship programmes. In addition to formalised and structured efforts at mastering a professional ethics orientation, 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, be comprehensively described and accounted for in all supervision endeavours, and be comprehensively reported on in all written internship progress reports.

8 COMMENCEMENT OF AN INTERNSHIP

8.1 An internship may only commence after the candidate has completed the prerequisite formal academic (coursework) requirements of the Master’s degree in Industrial Psychology. Practical experience that predates the formal academic
requirements or internship will not be recognised as part of the internship. This implies that no recognition will be granted for prior learning in the structuring or implementation of internship programmes.

8.2 An internship must commence within two (2) years of completing the first year of a coursework Master’s degree in Industrial Psychology. In exceptional circumstances the Board may permit a longer lapse of time, provided that the relevant University supports the application in writing, and that the Board finds a fully motivated application acceptable.

8.3 A maximum period of one (1) year after completion of an internship will be allowed for completion of the dissertation component of the Master’s degree.

8.4 An extension of four (4) months will be granted from date of expiry of the two (2) year timeframe as described in 8.2 above, subject to receipt of a letter from the University, confirming that the dissertation has been submitted for final examination.

8.5 Interns who:

(a) are not in a position to register as Industrial Psychologists by three (3) years from date of registration as an intern have to complete a further approved and uninterrupted internship of three (3) months’ duration;

(b) exceed the timeframe for registration beyond three (3) years, but less than four (4) years, have to complete a further approved and uninterrupted internship of six (6) months’ duration;

(c) exceed the timeframe for registration beyond four (4) years, but less than five (5) years have to complete a further approved and uninterrupted internship of twelve (12) months’ duration.

Note: In respect of 8.5 (a), (b) and (c) above, the University at which the candidate was enrolled for his/her Master’s degree, needs to verify, in writing, that the candidate’s theoretical knowledge and applied competence is still adequately relevant for purposes of registration as an intern Industrial Psychologist, and provide proof that such relevance had been ensured through an additional assessment.
(d) Candidates who exceed the timeframe for registration by five (5) years to seven (7) years and eleven (11) months need to formally apply to the Board for permission to obtain placement as an intern or have a programme approved. Should approval be granted by the Board, the internship will be of twelve (12) month duration. The Board will then recommend the nature of a special Board examination to be completed.

(e) Candidates who have exceeded the timeframe for registration by eight (8) years or more will NOT be eligible for registration as an Industrial Psychologist and cannot be employed as an intern Industrial Psychologist or a professional Industrial Psychologist.

9 COMPLETION OF INDUSTRIAL PSYCHOLOGY INTERNSHIPS

9.1. The first six (6) months of an internship should be conducted in a continuous (uninterrupted) manner. If an internship is interrupted (e.g. due to illness) during the first term of internship, only a full time period of not less than six (6) months will be recognised by the Board. Thereafter an internship may be completed in full time periods of not less than 3 months. This must be done with the written permission of the Board.

9.2. If a part or all of an internship was not undertaken at an accredited or Board approved training institution, the time will not be recognised towards the internship.

9.3. All requirements for registration as an Industrial Psychologist must be completed within two (2) years of date of registration as an intern Industrial Psychologist (except in the case of exceeded timeframes, as mentioned in 8.5 above).

9.4. Should an intern Industrial Psychologist require sick leave or leave that exceeds the 22 days permitted for this purpose, arrangements for the completion of the training requirements is the responsibility of the intern in consultation with the collaborating University and supervising Industrial Psychologist of the training institution. Where required the duration of internship needs to be extended with prior Board approval.

9.5. Registration as an intern Industrial Psychologist is permitted for a maximum period of two (2) years. The second year of registration as an intern is permitted to enable the intern to complete outstanding academic requirements, i.e. the Master’s dissertation.
9.6. If an internship has been completed, but the intern has not yet complied with all the academic requirements for the degree, (i.e. the dissertation has not been completed) and the Board Examination has not been successfully completed, the performance of any psychological act as specified in the Health Professions Act 56 of 1974 or professional registration as a Industrial Psychologist will not be permitted. Those persons in such a situation may not practice either as an intern Industrial Psychologist or as an Industrial Psychologist, nor may they be employed as such by an institution or an Industrial Psychologist in private practice.

10 UNSATISFACTORY PERFORMANCE OF INTERN INDUSTRIAL PSYCHOLOGISTS

10.1. Since clients of psychological services have the right to receive quality services and adequate feedback, the internship training institution, in collaboration with the supervising University, should have a process in place for addressing concerns regarding an intern’s performance.

10.2. In the event of unsatisfactory performance of an intern Industrial Psychologist, a written report should be prepared by the training institution and the supervising University. The report should be submitted to the ETRC of the Board with recommendations for:

(a) the termination of the internship at a given date; or

(b) the extension of the internship with clearly specified objectives. Such an application for an extension is to be submitted no later than the date of submission of the second quarterly progress report or during the sixth month of the internship, but preferably earlier; or

(c) referral to the Health Committee of Council in the case on an impaired intern Industrial Psychologist (see section 13 below)

11 REMUNERATION OF INTERN INDUSTRIAL PSYCHOLOGISTS

11.1. Since interns provide services that are valuable to the institution or practice in which they work, the Board supports the principle of paid employment of interns.

11.2. The employment and remuneration of intern Industrial Psychologists is to be mutually agreed between the training institution and the intern. Although the Board
cannot dictate the remuneration of interns, it is expected that training institutions will remunerate their intern Industrial Psychologists fairly to thus enable them to at least cover basic living and transport costs.

11.3. Training institutions need to be aware they can register their internship training programmes with their relevant SETAs. This may render the institution eligible to receive subsidies from its SETA for interns’ salaries.

11.4. Interns may not remunerate supervising Industrial Psychologists.

12 IMPAIRED INTERN INDUSTRIAL PSYCHOLOGISTS

12.1. The expression “impaired” in terms of the Health Professions Act 56 of 1974, means “a mental or physical condition, or the abuse of or dependence on chemical substances, which affects the competence, attitude, judgment or performance of a student or another person registered in terms of this Act”.

12.2. Management of stress in the study and practicing of Industrial Psychology requires special attention at all levels, but especially in students, interns and young practitioners. Supervising Industrial Psychologists should identify and address factors contributing to stress in a timely manner.

12.3. Early identification and treatment of impairment in students and interns are encouraged. In terms of the Board’s ethical rules, a registered member of the profession has a responsibility to report impaired interns to the Board. Should an intern become mentally or physically incompetent to perform psychological acts as are required professionally, the matter should be reported to the relevant ETRC of the Board. The Committee will investigate the circumstances based on the relevant evidence submitted and provide guidance on the treatment and rehabilitation of the intern Industrial Psychologist or deal with the matter as circumstances dictate.

13 REGISTRATION AS AN INTERN INDUSTRIAL PSYCHOLOGIST AND ANNUAL FEES

13.1. Once prospective intern Industrial Psychologists have been offered internships by training institutions, the interns need to engage with the institution and in consultation with the institution apply to the Board for approval of the internship assignment. The ETRC of the Board considers all internship applications at its
meetings that are held four (4) times per year. The closing dates for applications to serve before the ETRC are scheduled for four weeks prior to the date of the meeting.

13.2. A candidate is obliged to register with the Board as an intern Industrial Psychologist by completing Form 26-PS prior to the commencement of the internship. In the case of previously accredited internship placements, and where the academic prerequisites are not in doubt, a grace period of one month is allowed for completing the registration. The onus rests on the candidate to ensure that he/she is registered and in possession of a valid registration number.

13.3. In addition to a registration fee, an annual fee is payable and due on the first of April of every year. When the registration fee is rendered, the exact date of commencing the internship needs to be clearly stated. It is the applicant’s responsibility to ensure that the Board receives fees due. Penalties for late registration and non-payment of annual fees will be levied and sustained non-payment will result in the removal of the name of the intern from the register for intern Industrial Psychologists.

13.4. All applications for internships needs to be accompanied by the following:

a) A cover page, stating the registration category, name, registration number and institution where internship will be completed

b) Biographical information stating the identifying details of the intern Educational Psychologist, the place of internship, the name of the supervising Educational Psychologist, the collaborating University details and (if applicable) the details of the internship committee.

c) A written undertaking by the supervising Industrial Psychologist, registered with the Board, counselling in the relevant category, stating that he/she is willing to act as supervisor for the intern. This undertaking should contain the full names of the supervising Industrial Psychologist, the Psychologist’s registration (PS) number, the name(s) of the internship training institution and the dates of commencement and intended completion of the internship programme;

d) A written undertaking by the head of the training organisation or institution indicating that the named intern will be accommodated for the period of internship arranged, providing specific dates;
e) A written undertaking by the relevant Head of Department of Psychology, stating that the University concerned will act as collaborating university in association with the internship training institution, the name and registration (PS) number of the supervising Industrial Psychologist appointed by the university, and the dates of the internship;

f) A comprehensive internship training programme that covers all the prescribed domains and activities. Intern Industrial Psychologists that undergo training programmes at internship training institutions accredited by the Board as such are exempt from this requirement.

g) Other declarations of intent as specified in Form 218.

13.5. In cases where the internship is completed at more than one training institution, the duration of each placement should be clearly stated.

14 COMPLETION OF INTERNSHIP

14.1. After the successful completion of the internship, an internship duty certificate (Form 27-PSY) needs to be submitted to the Board by the relevant supervising Industrial Psychologist. These certificates should be handed to the intern Industrial Psychologist by the supervising Industrial Psychologist, for submission to the Board by the intern Industrial Psychologist together with the application for professional registration as an Industrial Psychologist.

14.2. Extension of internships: Although a maximum of two (2) years registration as an intern is permitted, internship training may not be extended beyond the 12 month training period without prior approval of the Board. Internship extensions are usually only granted for training purposes, e.g. where an intern needs further experience and instruction in a specific domain or activity. An internship can be extended for a maximum of 12 months.

15 REGISTRATION REQUIREMENTS AS AN INDUSTRIAL PSYCHOLOGIST

16.1. In order to become an Industrial Psychologist in South Africa, i.e. to be registered with the Professional Board for Psychology, the formal academic requirements stipulated for professional education in psychology as well as the relevant internship must have been completed.
16.2. A person without valid registration as an intern Industrial Psychologist may not be registered as an Industrial Psychologist.

16.3. Comprehensive and notarised documentation, as set out below, is required for registration. The following documents need to be submitted to the Board to ensure registration as a professional Industrial Psychologist:

(a) A notarised Master’s degree certificate, which indicates that the academic requirements for the Master’s degree have been completed, or written confirmation by the Registrar of the University that this degree is to be awarded at a forthcoming graduation ceremony; Master’s degrees that are offered by dissertation only, do not qualify the candidate to apply for registration

(b) The internship duty certificate (Form 27-PSY), which indicates that the internship has been satisfactorily completed. The internship duty certificate (Form 27-PSY) has to be duly completed and signed by all of the following functionaries:
   i. The Head of the Department of Psychology of the collaborating University or his/her official deputy/university-based supervising psychologist;
   ii. The Head of the Department/Section concerned of the internship training institution or his/her official deputy/supervising psychologist; and
   iii. The administrative Head of the Institution or his/her official deputy.

(c) The application form for registration as an Industrial Psychologist (Form 24-PS).

16.4. The ETRC of the Board considers applications for registration of foreign qualified practitioners. Foreign applicants applying for registration must also submit official documentary evidence of having completed a full-time internship in the category of psychology in which registration is desired. Recognition of a completed internship will only be considered if the internship commenced after completion of at least five (5) academic years in Psychology, i.e. a recognised Master’s degree by coursework and dissertation. Foreign applicants will be subjected to a formal examination process to determine additional coursework and internship requirements. The successful completion of the Board Examination is a further requirement for registration. Application forms need to be completed in full (see Form 91).
16 BOARD EXAMINATION

17.1. As from 1 January 2003 all prospective Industrial Psychologists are required to pass the National Examination of the Professional Board for Psychology (hereafter referred to as the Board Examination) prior to their registration as Industrial Psychologists.

17.2. The examination for Industrial Psychologists is a three (3) hour written examination. The examination is conducted on the 1st Wednesday of February, June and October of each year in all the major centres, i.e. Cape Town, Port Elizabeth, Bloemfontein, Durban, Johannesburg, Pretoria and Polokwane.

17.3. The closing dates for application to write the examination are:
   - 15 December for the February examination,
   - 30 April for the June examination, and
   - 31 August for the October examination.

17.4. Candidates who wish to write the Board Examination have to apply in writing at least two (2) months prior to the date of the examination for their names to be included on the examination list. An examination fee is payable.

17.5. All candidates who intend writing the Board Examination are required to submit an application form (Form 260). This application form should be accompanied by a proof of payment of the examination fee.

17.6. Intern Industrial Psychologists will be allowed to write the Board Examination during the final three (3) months of the internship program and on condition that the supervising Industrial Psychologist confirms that the internship will indeed be completed on the set date (Section D of application Form 260 should be completed by the supervising Industrial Psychologist for this purpose).

17.7. Interns must show proof of passing their dissertation prior to being allowed to take the Board Examination.
17 CONTACT DETAILS

Any queries regarding internships and Board Examinations should be directed to psychexams@hpcsa.co.za

Please follow this link: http://www.hpcsa.co.za/board_psychology_exam.php for any information required for the Board Examinations.

18 TIME REQUIREMENTS

STRUCTURE OF AN INTERNSHIP: 12 MONTHS

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<tbody>
<tr>
<td>Total hours</td>
<td>52 weeks x 5 days</td>
<td>= 260 days</td>
<td>2080 hours</td>
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<tr>
<td>Leave</td>
<td>4 weeks x 5 days</td>
<td>= 20 days</td>
<td>800 hours</td>
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<tr>
<td>Work hours</td>
<td>48 weeks x 5 days</td>
<td>= 240 days</td>
<td>1920 hours</td>
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