

Policy title:	Training and Supervision Policy
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Summary:	This policy outlines Insight Psychological Assessments' approach to training, supervision, and continuing professional development (CPD). It ensures that all self-employed consultants and any administrative personnel engaged with the organisation have the knowledge, skills, and professional support necessary to deliver safe, effective, and high-quality psychological assessment services in accordance with CQC Fundamental Standards and the requirements of relevant professional bodies.
Target audience:	All Insight Assessments ' <i>team members</i> ', whether employed, contracted or part-time, paid or unpaid, volunteers, students, and contractors.
Authorised by:	Insight Psychological Assessments Ltd Director
Date issued:	1 st September 2025
Next review date:	31 st August 2026

Version no.	Issue date	Summary of amendments



1. Purpose

This policy outlines Insight Psychological Assessments' approach to training, supervision, and continuing professional development (CPD). It ensures that all self-employed consultants and any administrative personnel engaged with the organisation have the knowledge, skills, and professional support necessary to deliver safe, effective, and high-quality psychological assessment services in accordance with the requirements of relevant professional bodies.

2. Scope

This policy applies to all individuals who undertake work on behalf of Insight Psychological Assessments, including the Registered Manager and all self-employed consultants and administrative associates. Consultants are engaged on a self-employed basis and are responsible for their own professional development, supervision, and training, in line with their governing body's requirements.

3. Policy Statement

Insight Psychological Assessments recognises that competence and professional development are central to maintaining safe and effective practice. The organisation's responsibility is to ensure appropriate governance oversight and quality assurance, while individual consultants are responsible for their own compliance and professional upkeep.

Insight Psychological Assessments will:

- Verify that consultants hold valid professional registration (for example HCPC, BPS, BACP, UKCP, or NCS).
- Confirm that each consultant has current supervision arrangements compliant with their professional body.
- Ensure that mandatory and governance-related training is completed prior to the commencement of work.

Consultants must:

- Maintain professional registration, insurance, and supervision.
- Undertake and record continuing professional development in accordance with their regulatory requirements.
- Provide evidence of compliance when requested by Insight Psychological Assessments.



4. Employment and Contractor Status

All clinicians providing services through Insight Psychological Assessments are self-employed consultants. The Registered Manager holds overall clinical and governance oversight but does not have an employment relationship with these consultants.

While Insight Psychological Assessments provides quality and compliance oversight, each consultant retains full responsibility for:

- Their own professional supervision and CPD.
- Adherence to their professional code of conduct.
- Ensuring their practice meets statutory and ethical standards.

5. Induction

All new consultants complete an induction programme prior to undertaking client-facing work. The induction covers:

- Safeguarding of children and young people
- Data protection and confidentiality
- Equality, diversity, and inclusion
- Consent procedures
- Clinical governance and quality assurance
- Complaints handling and incident reporting
- Health and safety, including lone working

Completion of the induction is recorded and verified before any work commences.

6. Ongoing Training and CPD

Consultants are responsible for maintaining CPD in line with the standards of their professional body. CPD may include formal training, supervision, reflective practice, workshops, and self-directed learning.

Insight Psychological Assessments maintains a central record of verified CPD and training evidence provided by consultants for governance and audit purposes. Mandatory refresher training, including safeguarding, data protection, and health and safety, should be completed at least annually.



The Registered Manager will also engage in CPD and supervision consistent with their accrediting organisation’s requirements.

7. Supervision

The Registered Manager receives independent clinical supervision appropriate to their role.

Each self-employed consultant must have supervision arrangements that meet or exceed the requirements of their professional body. Insight Psychological Assessments may request evidence of these arrangements but does not provide or fund supervision for consultants.

Supervision must provide a reflective space for discussing cases, managing risk, maintaining boundaries, and supporting professional growth.

8. Quality Review

Consultants are invited to participate in an annual quality review process. This review considers professional development, supervision, feedback, and alignment with Insight Psychological Assessments’ standards of practice. Participation supports service consistency and quality assurance but does not constitute a formal appraisal.

9. Monitoring and Compliance

The Director maintains oversight of consultant compliance with this policy and ensures that the organisation meets its professional standards.

Consultants who fail to provide evidence of training, supervision, or professional registration may have their engagement temporarily suspended until compliance is demonstrated. Insight Psychological Assessments accepts no liability for work undertaken while a consultant is in breach of their professional obligations.

10. Responsibilities

Role	Key Responsibilities
Director	Provides governance oversight, ensures compliance monitoring, and reviews consultant evidence of training and supervision.
Self-employed Consultants	Maintain professional registration, CPD, and supervision; provide evidence of compliance when requested.
Supervisors	Offer independent, reflective supervision and retain appropriate records in line with professional guidance.



Role	Key Responsibilities
Administrative Associates	Complete mandatory governance training and participate in supervision appropriate to their role.

11. Policy Review

This policy will be reviewed annually, or sooner if required by regulatory updates or organisational change.