## Assessment: Essential ****Guidance – Level 4 Diploma****

Please download the Student Handbook for all questions, submission policies etc. See the Student Support Section at: https://www.ukhypnosis.com/student-support/  
  
Word Count: All answers must be within the limit of 400-600 words per question. Any answers that aren't within the word limit won't be marked.

Submitting. You can submit answers to Unit 1 after the Stage 1 Course. Do not submit answers for units 2-5 until you have completed those stages of classroom training. The second submission of Units 2 – 5 must be submitted together. You must only submit using the online submission form at: <https://www.ukhypnosis.com/submit-your-assessment/>   
  
Communications: Questions regarding assessment should be sent via email to [assessments@ukhypnosis.com](mailto:assessments@ukhypnosis.com)  
  
Answers: some of the questions have more than one part to them. Take care to review your answer before submission to ensure you have answered each part of the question.

Marking: Your answers will be marked within one month of submission – however we will try to mark your answers with 10 working days. Answers are marked out of 10. A score of 6/10 or more on every question is required to pass. If your answer is less than 6/10 you will be given specific feedback and a chance to resubmit.

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| Fail Outcome | | | Pass Outcome | | | | |
| 0 – 1  Extremely Poor | 2 – 3  Very poor | 4 – 5  Poor | 6  Pass | 7  Sound  Answer | 8  Good | 9  Very good | 10  Excellent |
| Irrelevant or very seriously flawed answer.  No answer given. | Seriously incomplete.  Major flaws. Several significant omissions or errors. | Some significant omissions or errors. | Evidence of evaluation and analysis  Some omissions or errors | Evidence of evaluation and analysis  Some minor omissions or errors. | Evidence of evaluation and analysis.  Few minor omissions or errors | Clear evidence of evaluation, analysis and reflection | Very clear evidence of evaluation, analysis and reflection.  Complete answer |

Feedback: You will receive feedback on all your answers to allow you to improve your written responses in subsequent submissions.

Sources. It is not appropriate to reference the course manuals or handouts in your answers, all references should be to published books, journal articles, etc. The main recommended course textbook is *Hartland’s Medical and Dental Hypnosis* by Heap and Aravind.

References. Please provide a bibliography at the end of your assessment. Specific references for each question should be included at the end of the question. Please use the Harvard Style of Referencing for your citations.

Citations. Citations are not included in your word count. Please use the Harvard Style of Referencing for your citations.

Plagiarism. All plagiarism is cheating and will result in an instant fail. See the Student Handbook for more information.

Quotations. Keep quotations from other sources to an absolute minimum for these short questions. You will not receive any marks for material quoted directly from another source, so try to put things in your own words where possible.

Format. Include a copy of the relevant question before each of your answers. Include a header with your name and submission date on each page. For question 4.1 please include the full clause you have selected, this is not included in the wordcount. Answers must be sent in a single MS-Word document. Include a header with your name and submission date on each page.

Fees: Fees for the Diploma in Cognitive Behavioural Hypnotherapy are published on the website. These cover the cost of examiners, internal verification, registration with NCFE, administration and your certificate. You need to pay your fees before you can submit any work. You can pay online at <https://www.ukhypnosis.com/pay-for-your-assessment/>. You may need to resubmit answers if they do not reach the pass mark. Up to 5 resubmissions can be made as part of your initial assessment fee. For resubmissions that exceed this the following charges apply; 6 – 9 resubmissions – an additional fee of £50, for 10 or more resubmissions – an additional fee of £90

Support: As part of this diploma all students receive 3 hours support. You may choose to use this support to set up your practice, alternatively you may use some of this time to support you with any question resubmissions. At least 1.5 hrs of your support must be used for supervision of your case studies. Support hours must be used within 12 months and session times must be a minimum of 30 minutes.

Case Studies: As part of the diploma assessment you are required to complete 3 case studies. The first case study should consist of two session, case study 2 & 3 should be three sessions in duration. These case studies should be conducted in line with the following guidelines:

Case Study 1 - Focus on; Assessment & conceptualisation, introduction to hypnosis, ego-strengthening and script development

Case Study 2 - Focus on; Assessment & conceptualisation, behavioural therapy interventions & approaches

Case Study 3 - Focus on Assessment & conceptualisation, cognitive therapy interventions and approaches.

If you continue working with your volunteer beyond three sessions, these should not be submitted as part of your assessment. Only the first three sessions will be part of your assessment and therefore formally marked

Case study volunteers: Your case study clients should be fully briefed and understand that this is part of your qualification assessment, that you are still in training and have not yet qualified.

Case study volunteers can be identified as soon as you commence the course. The first case study can be completed after stage 1, the next case study can be completed after stage 2. If you would prefer, you can start once you have completed all three stages. You will have one year from the completion of stage three to submit your case studies.

Your case study volunteers should be seeking help for sub-clinical, low level issues such as:

Performance improvement; sports, exam, driving, public speaking etc

Mild anxiety associated with phobias e.g. animals or heights

General stress; work related, lack of assertiveness

Mild anxiety associated with social anxiety e.g. speaking in meetings or presentations, expanding friendship groups, dating, networking

Habit change; nail biting, hair pulling

If, once the initial assessment is completed, it becomes apparent that there are more complex issues, you should refer the individual and not proceed further. Similarly, if it becomes clear that exposure to your case study volunteers issue could negatively impact shared relationships in the future, either refer or defer their participation. Referrals should always be discussed with your supervisor before being discussed with the volunteer who may accept or reject any recommendations accordingly. Referrals may be made back to their GP or to a qualified therapist, the appropriate routes will be part of the discussion with your supervisor.

**Contraindications**

It is important that you stay within your sphere of competence, and in particular, refer any volunteers that present any contraindications. These include, but are not limited to, volunteers diagnosed with schizophrenia, depression, psychosis, severe clinical presentations, epilepsy, migraine, suicidal ideation, under 18’s, pregnancy. Referral of these volunteers extends to those volunteers seeking assistance for an issue that isn’t related to their pre-existing condition i.e. smoking cessation for a volunteer diagnosed with depression.

Confidentiality should be maintained at all times. Your case study notes should be completed with a reference number and no personal information such as address, email address etc., included in your assessment submission

No payment should be taken for these sessions and case study volunteers should be aware that you are not yet fully trained or established in business. The interventions you will be using are safe and harmless, however they should be aware that you are still learning, and they should disclose any underlying issues honestly and promptly, including any that develop during the case study period. You will therefore refer any issues you believe are contra-indications for your current level of knowledge. If you are in any doubt as to whether to proceed with a case or have any concerns that arise during the case study, please contact your supervisor to discuss. Your supervisor will be aligned to you during stage 1 along will full contact details

It is advised that close friends or relatives are not invited to be case study volunteers. We advise that you ask your network for referrals of people you could work with. If you do decide to work with an individual you already have a relationship with (family, friend, social network etc) be very clear about confidentiality at the outset and agree to remain focused on their low-level issue as outlined above. You should be aware that the therapy may lead to the sharing of highly sensitive information which may change the nature of your relationship, and you should carefully consider your acceptance and comfort with this fact before commencing. If you have any doubts about the impact on your relationship you may wish to select someone else, outside of your immediate network to work with.

Case study supervision: A supervisor will be allocated to you once you have completed stage 1. If you have any queries or concerns regarding your supervisor you should email [assessments@ukhypnosis.com](mailto:assessments@ukhypnosis.com). You should arrange supervision sessions directly with your supervisor, and a minimum of 30 minutes per case study.

Once you are ready to arrange your supervision session you should complete the case study administration form (in resources) and send this to your supervisor. Your supervisor will send you a supervision agreement.

General guidance: You need to apply for student Professional Indemnity insurance before commencing your case studies. Most insurers provide this type of insurance. Public liability insurance should also be covered as part of your professional indemnity insurance, please check that this is in place. Once you have decided which organisation to insurer yourself through, contact them to see if they provide student insurance. The college can’t make any recommendations for insurers.

Ensure you have a private, safe, confidential and suitable place to conduct the case study sessions. Conduct a health & safety risk assessment to satisfy yourself that the space is suitable. Ensure that the premises are covered by public liability insurance.

Case study write up guidance: The details of your case study should be recorded in the appropriate form, additional copies can be found in the resources section on the website. There is space for 2 sessions for the first case study and three for the second and third case studies.

No personal details of your client i.e. name, email address, address, should be included.Please use a volunteer reference number.

On submission you are required to submit your ‘Supervision Review’ and ‘End of treatment review’ only for each of your three clients plus a feedback form for each of the three clients.

Case study marking criteria: You will need to demonstrate the following:

How did you explain the rationale for hypnotherapy and formally agree a treatment plan and goals?

How did you complete the assessment phase?

How did you explain informed consent and confidentiality?

How did you plan and prepare a therapy session or series of sessions to complete a minimum of 7 hours of formal therapy activity?

How did you select the treatment interventions?

How did you assess your ability to build relationships and use effective communication techniques of questioning, listening and giving feedback?

**General comments and suggestions:**

In total there are 26 questions. Therefore, total word count for the assessment can vary between 10,400 to 15,600 words. We encourage you to submit after Unit 1 in order to get some immediate feedback and to fine-tune the style and content of your written work.

This is a VOCATIONAL AWARD. Therefore, personal reflection and understanding of how hypnotherapy is applied in practice is considered far more important than a regurgitation of book knowledge, theory or citing references. Reflect upon your experience and the feedback forms. Read and develop your own understanding.

Some students find it helpful to leave their textbooks in a different room when it comes time to writing their answers. Some students find it helpful to record their verbal answers and then transcribe and polish these.

This is not a pass or fail. You can re-submit after tutor feedback.

You have to demonstrate an ability to evaluate and analyse concepts – especially as they apply to the practice of hypnotherapy (accepting clients, assessing clients, developing and delivering treatment plans).

Negative marks are given for quoting (vs paraphrasing in your own words) – and bullet points lists (vs evaluating and analysing with pros & cons, exceptions, implications etc)

You do not need to include a lot of references.

**In addition to the written assessment we also need evidence of:**

* Your attendance at the course (number of classroom hours through attendance sheets)
* Your participation, learning and competency at the practical exercises (through signed feedback forms)
* Your commitment, practice and development of self-regulation skills such as self-hypnosis, mindfulness, relaxation (through a weekly journal)