**Case Study Completion & Submission Process**

Complete case studies as follows:

Case Study 1 – commence after stage 1 of the diploma (2 sessions)

Case Study 2 – commence after stage 2 of the diploma (3 sessions)

Case Study 3 – commence after stage 3 of the diploma (3 session)

If you prefer you can wait and start all three case studies once you have completed all stages of the diploma. Please ensure you ask your volunteer to read and sign the Case Study Agreement found here: <https://www.ukhypnosis.com/assessment-and-case-studies-resources/>. We expect you to use 2 of your 3 ‘free coaching hours’ for the purpose of supervision. If you wish you may use the final hour for supervision as well.

You will find two forms to guide you through your case study sessions here: <https://www.ukhypnosis.com/assessment-and-case-studies-resources/>. These are ‘Case study form session 1’, case study forms session 2 & 3.

**Additional information:**

The case studies are intended to give you the opportunity to develop your skills as a therapist and to start to engage in reflective practice and supervision. There is no pass or fail or ‘mark’. Your supervisor will confirm that the case studies have been completed and supervision sessions completed as part of your overall assessment.

A process flow can be found on the next page to guide you through the process.

**STEP 1**

When you are ready to start your case studies contact assessments@ukhypnosis.com .

**STEP 2**

 You will be allocated a supervisor and given their contact details.

**STEP 3**

 You arrange an initial 30-minute session with your allocated supervisor to discuss commencing your case studies and agree how you will work together.

**STEP 4**

 Your supervisor will provide you with a supervision contract

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**STEP 5**

For each case study you will need to provide your volunteer with a “Case Study Agreement” and “Privacy Notice”, both of these documents can be found and downloaded here:

<https://www.ukhypnosis.com/assessment-and-case-studies-resources/>

Please send a copy of the case study agreement to your supervisor before your session

**STEP 6**

Once you have arranged your student insurance please download the “Case study administration form” here:

<https://www.ukhypnosis.com/assessment-and-case-studies-resources/>

Complete, sign and send to assessments@ukhypnosis.com along with a copy of your insurance and copy in your supervisor

**STEP 7**

When you have completed the required sessions and wish to submit a case study, complete the supervision review form in preparation for the supervision session found here:

<https://www.ukhypnosis.com/assessment-and-case-studies-resources/>

Contact your supervisor to arrange the session.

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**STEP 8**

Repeat steps 7 for each case study

**STEP 9**

Once you have completed all your cases studies and supervision sessions your supervisor will email assessments@ukhypnosis.com to confirm you have completed the case studies

When you have completed the required sessions and wish to submit a case study complete the supervision review form in preparation for the supervision session found here: <https://www.ukhypnosis.com/assessment-and-case-studies-resources/> and arrange a session directly with your superivisor with your supervisor