Guidelines for submitting your HG Diploma Part 3 therapy films

Introduction
You can take your Part 3 assessment up to two years after successfully completing Part 2 of the HG Diploma, as long as you have also completed the full requirement for Part 1. To apply for Part 3, you must be a Graduate Member of the Human Givens Institute (GHGI) working as an HG.Dip.P. (Trainee) and abiding by its Ethics and Professional Conduct Policies.

What Part 3 involves
To take this assessment you need to submit filmed footage of two, one-to-one therapy sessions that demonstrate your practical ability and thorough understanding of the human givens approach to therapy.

- 1 x film of a first therapy session
- 1 x film of a subsequent session – either with the same or a different client
- Accompanying written case notes for each filmed session
- A written Case Study

Only one of these films should show you carrying out the rewind technique (there is more information below on what else you need to include). And each therapy session should be about one hour long and no longer than 75 minutes.

Supervision
In order to ensure you have the best possibility of passing, all students are required to undergo at their own cost a minimum of three hours supervision (over three separate sessions) with an HGI accredited HG supervisor when working towards this Part 3 assessment. Proof of your supervision is required; your supervisor will send a report to the college, which we will forward to the assessors.

It is a requirement of the college that you share with your supervisor film footage of at least one therapy session. (But this film cannot later be submitted for assessment.) The supervisor may well prefer to watch the film(s) before, rather than during a supervision session with you – this is a matter for you to discuss with your supervisor. The supervisor will advise you, on the basis of watching the film(s), whether they believe you are ready or not to submit films for assessment. It is unlikely that you will pass if you submit films when your supervisor deems that you are not ready. If they believe you are ready, you may submit two films for assessment, which have NOT already been viewed by your supervisor. If they judge that you are not yet ready to
submit films for assessment, areas for further practice or study under supervision will be recommended.

(Given that supervision is a requirement of your Graduate Membership of the Human Givens Institute (GHGI) and a condition of its professional registration, you are advised to continue with supervision during any such period of further practice or study deemed necessary for you to reach the standard necessary for submission for assessment. Again, the nature and frequency of this are for you to discuss with your chosen supervisor.)

Your supervisor is required to submit to the College a report based on your supervision sessions and your films will not be assessed until their report has been received. You will therefore need to liaise with them as they will need time to prepare their report. Your films and the report should be submitted to the college at the same time.

For the list of HG supervisors, visit: https://www.hgi.org.uk/therapist-register/supervision

Finding a suitable client/clients for filming

You should choose someone who is not personally known to you, who has a relatively ‘well defined’ issue, such as anxiety, depression or a specific phobia or who has experienced a one-off traumatic event. (If you choose a client who might require several sessions, you should make clear to them at the start the basis on which you will be willing to continue further sessions with them.)

The first session that you film for the purpose of submission may not necessarily turn out to be suitable. Even the most experienced therapists occasionally get clients who make it hard to demonstrate use of the whole of RIGAAR in a single session. There are some clients whose need for a slower pace for explaining their problems, for example, means that it may take more than one session before you can really plan and deliver an effective intervention (albeit without sacrificing the critical goal of ensuring the client leaves a session with more hope of a resolution of their problem than they had before the session). Nevertheless, we should always strive to work as quickly as is reasonable, for ethical reasons.

What to include in your filmed sessions

The sessions should demonstrate a clear use of the fundamentals of effective therapy captured by the acronym RIGAAR; you should be creative and demonstrate your competence with the following:

Use of language skills: yes sets, presuppositional language, binds, double binds, positive nominalisations etc.

- the ability to not get sucked into the client’s story (distinguishing process from content)
- separating the client’s core identity from their problem
- stimulation of the relaxation response
- use of guided imagery
- reframing
• use of metaphor / stories / ‘my friend John’ technique, as appropriate
• the rewind technique (in one film only)
• giving timely, good quality, practical advice and tasking (if appropriate).

As well as the above, there is an ‘Essential Checklist’ at the end of these guidelines which details all of the elements you need to include.

**Quality of the filming**

We do understand that you have trained to become a counsellor/therapist and not a film producer, so please don’t worry if your technical expertise is not 100%. The important thing is that we can see both you and the client in shot and that the sound quality is good. There will be people in your peer group who can help you with this.

Do not remove sections of video footage for any reason. The assessor cannot discriminate between material removed for a legitimate reason and the discrete removal of an error. The entire session should be submitted ‘warts and all’. If the footage is not continuous from the start to the end of the session, be sure to explain the reasons for this in the accompanying notes.

**File formats**

We accept the following file formats and methods for submitting your filmed footage:

<table>
<thead>
<tr>
<th>Video File Formats:</th>
<th>AVI / FLV / WMV / MP4 / MOV</th>
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</thead>
<tbody>
<tr>
<td>Media storage:</td>
<td>• DVD/CD</td>
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<tr>
<td></td>
<td>• USB Memory Stick</td>
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<td></td>
<td>• Standard Size SD Memory Card</td>
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<td></td>
<td>• Cloud-based file transfer (i.e. WeTransfer, Dropbox etc.)</td>
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</table>
What to send to HG College when you are ready to submit:

- Your two filmed sessions, as detailed above
- A Film Consent Form for each client, to be completed by both the patient and you (these are available to download here: https://www.humangivenscollege.com/downloads/Filming-consent-form-HG-Part3.pdf)
- Written case notes for the filmed sessions (see below)
- A completed Case Study (see below)
- Two professional references from individuals who have known you professionally for three or more years
- Your covering letter (see below)
- Assessment Fee (see below)
- A copy of your current Professional Liability Insurance certificate (to be emailed to: admin@humangivens.com)

There is also a supervision element to Part 3 (see ‘Supervision’ above) and your supervisor will send in a report to the College which will be forwarded to the assessor.

**Accompanying notes for each filmed session**

These notes must be all your own work. The notes form part of the assessment because they demonstrate your understanding of therapy, give you the opportunity to comment on any mistakes or missed opportunities and show that you can write clear and concise case notes. However, the overwhelmingly important factor in determining a pass is the filmed therapy – no amount of skillful analysis or post-hoc explanation can make up for insufficient demonstration of the important skills for doing effective therapy. Notes should complement, not duplicate, the contents of the films and should be as concise as possible (between 1200 and 3000 words).

Your notes should include the following:

1. A short description of the initial client contact (first names only, please) and statement about where this session fits in their therapy; what you did before and what you plan to do if there is to be a follow-up session.
2. A brief description of your client’s symptoms.
3. A short explanation of what you think is causing these symptoms.
4. A short summary of the techniques used during the session and why you used them.
5. A brief paragraph showing how each aspect of RIGAAR is addressed. Make sure you state the therapeutic goal agreed with the client and how reaching it was rehearsed.
6. A transcription of any audio that is too quiet for the assessor to be able to hear properly. This most frequently happens during guided imagery.
7. Some personal reflection on the session – what went well, what might have been done better.

8. A statement about whether outcome measures such as ORS, SRS, PRN14, CORE or ENA were used or, if not, a statement about how you measured progress.

9. A short paragraph containing information about the client’s progress subsequent to the session.

10. A short paragraph about your use of supervision in relation to these sessions, and your use of peer supervision.

**NB.** Please do not include explanations of the human givens approach (such as APET) or list your use of specific language constructs. The assessors know HG and would prefer you to keep the notes as brief as possible.

**Case Study**

You are required to write up a Case Study of a client who is not personally known to you, who has completed a course of therapy with you of three sessions or more, and who is not the subject of your filmed sessions.

As well as describing what you did and why, please comment on your use of supervision and outcome measures if used. This should be all your own work and include your own reflections on the case. *(Length: 1,500 words or less.)*

**Covering Letter**

This should include information about:

- your professional background
- when you took and passed the HG Diploma
- what kinds of client you have worked with and in what context
- how many clients you have seen, on average, per month over the last 6 months
- anything else that you feel is relevant.

**Assessment Fee**

The fee for Part 3 is £480.00 (inc VAT) and payment should accompany the video footage and case notes. For any resubmission the fee is the same as the above unless the student has been asked to submit only one more film, in which case the fee is £240.00 (inc VAT).

**How long will the assessment take?**

You will normally receive the results of your Part 3 submission within 28 days of HG College receiving it. Your supervisor will also be advised of the result.
What you will receive back from the College

Once your Part 3 submission has been assessed, you will receive a report from the assessor commenting on your filmed therapy sessions. You will be awarded a pass, a fail, or a pass conditional upon your attendance at further training and/or successful assessment of a single further filmed session.

If your submission passes

Upon successful completion of Part 3, you will be awarded the Human Givens Practitioner Level Diploma and your Practitioner’s Certificate will be issued. At that point you will be invited to upgrade your HGI Membership to Registered Member level (MHGI) so that you can be entered on to the HGI’s Professional Register of fully-qualified Human Givens Practitioners, which is accredited in the UK by the Professional Standards Authority for Health and Social Care (PSA).

What happens if you don’t pass

You will need to submit two fresh films. Before any new submission, it is a requirement of the college that appropriate further supervision is agreed and undertaken either with the existing supervisor or a different one, and a new practice film shown to them. Your supervisor may not view the two new films you plan to submit. The supervisor will need to provide a report to support your further submission, so please give them adequate notice of when you hope to submit.

> Please note – Only two attempts at Part 3 are permitted

SUMMARY

The key to a successful Part 3 film submission is to clearly demonstrate that you know how to implement RIGAAR. You do not have to show everything that you know about the human givens approach and if you have good rapport and ask the right questions, the client will often provide you with all the clues that you need.

The first therapy session you film may not necessarily be suitable for submission. Even the most experienced therapists occasionally get clients who make it hard to demonstrate use of the whole of RIGAAR in a single session. And there are some clients, for example, whose need for a slower pace for explaining their problems means it can take more than one session before you can really plan and deliver an effective intervention (without sacrificing the critical goal of ensuring the client leaves a session with more hope of a resolution of their problem than they had before the session). Nevertheless we should always strive to work as quickly as is reasonable, for obvious ethical reasons.

You should use the requirement to share a video of therapy with an accredited HG supervisor to check that you’re demonstrating the primary HG skills sufficiently well, and that you are showing a clear understanding of the organising ideas behind them. This will enable you to make an informed judgement with your supervisor about whether you are ready to submit your work for assessment.
**Part 3 – Essential Checklist**

Your chances of achieving a pass will be enhanced if you use the checklist below to confirm that your submission meets all of the following requirements.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>CHECKED</th>
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<tbody>
<tr>
<td>1</td>
<td>Filmed footage of two therapy sessions</td>
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<td>2</td>
<td>Films should not contain any edits or have sections removed</td>
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<td>3</td>
<td>Films show both the therapist and the client in shot so that non-verbal rapport can be fully assessed</td>
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<td>4</td>
<td>Filming consent forms from clients</td>
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<td>5</td>
<td>Sound quality needs to be good enough to clearly hear the therapist during the quietest parts (usually during guided imagery). If any dialogue cannot be clearly discerned then you should transcribe it and include with the case notes</td>
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<tr>
<td>6</td>
<td>Do the case notes explain how each aspect of RIGAAR has been applied, or if any stages were left out, do you explain why?</td>
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<tr>
<td>7</td>
<td>Do the case notes detail the clients’ symptoms and explain the therapist’s understanding of the reasons behind them?</td>
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<tr>
<td>8</td>
<td>Does each session demonstrate usage of specific language skills? (Yes sets, presuppositions, embedded suggestions, truism suggestions, binds, double binds, positive nominalisations, etc.)</td>
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<td>9</td>
<td>Does each session demonstrate that the therapist has worked with metaphor, story or an appreciation of pattern-matching aspects of the brain as well as addressing the more rational side with explanations?</td>
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<td>10</td>
<td>Does each session contain evidence of rapid rapport building?</td>
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<td>11</td>
<td>Does each session show detailed gathering of information about both symptoms and individual client resources?</td>
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<td>12</td>
<td>Does each session show the client and the therapist agreeing a specific goal, which meets the criteria of PAN? And is the agreed goal clearly described in the notes?</td>
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<tr>
<td>13</td>
<td>Does each session show an agreement between the client and the therapist of a strategy designed to ensure a successful outcome?</td>
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<tr>
<td>14</td>
<td>Does each session show the therapist accessing and utilising specific client resources?</td>
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<tr>
<td>15</td>
<td>Does each session show the therapist rehearsing a specific future situation with a successful outcome?</td>
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<td>16</td>
<td>Were outcome measures such as ORS, SRS, PRN14 or CORE used, or if not, how are you measuring progress? Was an explanation given in the notes? Was an ENA used? If not, why not.</td>
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<tr>
<td>17</td>
<td>Have you included an example of the rewind technique?</td>
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<td>18</td>
<td>If you are planning to see this client again, have you briefly described in your case notes what you might do?</td>
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<td>19</td>
<td>Do the case notes give information about the client’s progress subsequent to the session/s?</td>
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<td>20</td>
<td>Do the case notes contain some comment or reflective observation on the part of you, the therapist, regarding the sessions?</td>
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<tr>
<td>21</td>
<td>Do the notes mention peer group as well as individual supervision?</td>
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<tr>
<td>22</td>
<td>Have you informed your supervisor as to when you are planning to submit your films? Your supervisor needs time to prepare and submit your Supervision Report to support your Part 3 application</td>
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