ICPHAA

Irish Counselling, Psychotherapy & Allied Healthcare Professionals Association

ACCREDITATION, EDUCATION & QUALITY

Events & Training Policy

The standards for ICPHAA events, training and CPD, and the expectations of accredited training providers on academic integrity, assessment, appeals and student fitness to practise.

REFERENCE	ICPHAA-POL-15	VERSION	1.0
EFFECTIVE	9 November 2026	NEXT REVIEW	9 November 2027
POLICY OWNER	ICPHAA Board of Directors		

ACCREDITATION, EDUCATION & QUALITY · ICPHAA-POL-15

Events & Training Policy

APPLIES TO	ICPHAA events, training and CPD activities, their presenters and participants, and training providers with ICPHAA programme accreditation and their students.
VERSION	1.0 · effective 9 November 2026 · next review 9 November 2027
POLICY OWNER	ICPHAA Board of Directors
CONTACT	ICPHAA Registry · admin@icphaa.ie

AT A GLANCE

- ICPHAA events and CPD have clear learning outcomes, competent presenters and evidence-informed content.
- Certificates of attendance are accurate, and members keep them in their CPD log.
- Events are inclusive, respectful and safe, and client confidentiality is protected in all teaching material.
- Accredited providers must have fair policies on academic integrity, including the use of AI tools.
- Assessment is moderated and externally examined, students can appeal, and fitness to practise concerns are handled fairly and remedially where possible.

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1. Purpose and scope

This policy sets the standards that apply to events, training and continuing professional development (CPD) delivered or endorsed by the Irish Counselling, Psychotherapy & Allied Healthcare Professionals Association (ICPHAA). It also sets out what ICPHAA expects of accredited training providers in relation to academic integrity, assessment, appeals and student fitness to practise.

It applies to all ICPHAA events and training, whether delivered in person, online or in a hybrid format; to presenters, facilitators and participants; and to training providers that hold ICPHAA programme accreditation, together with their staff and students.

2. Standards for ICPHAA events and CPD

Every event or training activity delivered or endorsed by ICPHAA should meet these standards.

- **Clear learning outcomes.** Participants are told in advance what the activity covers, who it is for, and what they should be able to do afterwards.
- **Competent presenters.** Presenters have relevant qualifications and experience for the subject, and declare any commercial or other interest connected with the content.
- **Sound content.** Content is accurate, evidence-informed and consistent with the ICPHAA Code of Conduct for Members. Where a topic involves contested approaches, this is acknowledged.
- **Honest description.** Promotional material describes the activity, its learning time and any ICPHAA endorsement accurately. Attendance at an event does not confer a qualification or a membership category.
- **Fair terms.** Booking, payment, cancellation and refund terms are stated clearly at the time of booking.
- **Evaluation.** Participants are invited to give feedback, which is reviewed under the Quality Assurance Policy.

3. Attendance, certificates and CPD records

Certificates of attendance issued for ICPHAA events state the participant's name, the title and date of the activity, the delivery format and the learning time. Certificates are issued only to participants who attended for the required time. For online events, attendance may be confirmed through the platform's attendance record.

Members are responsible for keeping their certificates and recording the activity in their CPD log. Whether an activity counts towards a member's CPD requirement is determined under the Continuing Professional Development (CPD) Policy and the ICPHAA accreditation requirements. Altering a certificate, or claiming attendance that did not take place, is a serious matter that may be considered under the Disciplinary Procedures.

4. Inclusive, safe and respectful events

ICPHAA aims to make its events welcoming, accessible and safe for everyone.

- **Accessibility.** Venues and online platforms are chosen with accessibility in mind, and reasonable adjustments are made on request.

- **Conduct.** Presenters and participants treat one another with dignity and respect. Harassment, discrimination or intimidation is not tolerated, and anyone affected can raise it with the organisers or with the Registry at admin@icphaa.ie.
- **Client confidentiality.** Case material used in teaching, discussion or experiential work must be anonymised so that no client can be identified, or used only with the client's informed consent. The confidentiality expected in practice applies equally at events.
- **Personal material.** Where experiential exercises invite participants to share personal material, participation is voluntary, and organisers make support information available.
- **Recording.** Participants are told in advance if an event will be recorded, how the recording will be used, and how to take part without being recorded. Recordings are handled in line with the Data Protection Acts 1988–2018 and the GDPR.
- **Safeguarding.** Any activity involving children or adults at risk is planned in line with the Safeguarding & Duty of Care Policy and, where required, the Garda Vetting Policy.

5. Academic integrity in accredited training

Accredited training providers must maintain high standards of academic integrity in all of their provision. Academic integrity means honesty, fairness, responsibility and the ethical use of intellectual resources in assessments, research and practice placements.

Academic misconduct, including plagiarism, collusion, fabrication of data or client material, and contract cheating, undermines the value of qualifications, the fairness of assessment and the competence of practitioners who enter the profession. Accredited providers must treat it seriously. Responses may include academic penalties, suspension from a programme or, in serious cases, exclusion from training.

> ARTIFICIAL INTELLIGENCE
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> Accredited providers must publish clear, up-to-date rules on the use of AI tools in assessed work, explaining which uses are permitted, which must be acknowledged, and which amount to misconduct. Rules should reflect national guidance and the particular demands of professional training, where reflective and clinical writing must be the student's own.

6. Assessment, moderation and appeals

Assessment in ICPHAA-accredited programmes must be valid, reliable, fair and transparent. Each assessment should match the learning outcomes it is meant to test, be applied consistently to all students, and be marked against clearly defined criteria that students can see in advance.

- **Internal moderation.** All significant assessments are subject to internal moderation, in which a second marker reviews a sample of marked work to confirm that marking is consistent with the criteria.
- **External examination.** An external examiner who is independent of the programme reviews assessments and marking as a further safeguard.

- **Appeals.** Students may appeal an assessment decision where they believe there has been a procedural error, a breach of the assessment regulations, or unfairness in the process. Appeals are made within the timeframe set in the programme's assessment regulations, must state the grounds, and are decided through a fair and transparent process. The outcome is given to the student in writing with reasons.

7. Student fitness to practise

Training in counselling, psychotherapy and allied healthcare is not only an academic process; it is a process of professional formation in which students develop the personal qualities, ethical values and clinical competence needed to work safely with clients. Accredited providers therefore assess students' suitability to practise as well as their academic performance.

Student fitness to practise covers academic performance, clinical competence, ethical conduct and personal suitability. Accredited providers must have clear, fair procedures for concerns about a student, communicated to students at the start of training, which set out:

1. how concerns are identified and raised;
2. how they are investigated and assessed, with the student informed of the concern and given an opportunity to respond;
3. the outcomes available;
4. the student's right to be accompanied or represented; and
5. the student's right of appeal.

Wherever possible, the response should be remedial rather than punitive, for example additional support, mentoring, personal development requirements or conditions on clinical placement. Where concerns cannot be resolved in this way and a student's continuation would pose an unacceptable risk to clients or to the integrity of the qualification, suspension or discontinuation of training may be necessary. Where a student is also an ICPHAA Student Member, ICPHAA may consider the matter in relation to their membership under the Fitness to Practise Policy.

8. Responsibilities

ICPHAA

- Plan and deliver events to the standards in this policy, and issue accurate certificates.
- Monitor accredited providers' compliance through the Accreditation Department, led by the Accreditation Manager.

Presenters and facilitators

- Deliver accurate, evidence-informed content, declare interests, and protect client confidentiality.

Participants and members

- Behave respectfully, keep confidential anything shared in confidence, and record CPD honestly.

Accredited training providers

- Maintain and publish policies on academic integrity, AI use, assessment, appeals and student fitness to practise, and report serious concerns to the Accreditation Department.

9. Concerns and complaints

Concerns about an ICPHAA event, about the conduct of a presenter or participant, or about an accredited provider's compliance with this policy can be raised with the ICPHAA Registry at admin@icphaa.ie. Students should normally use their provider's own complaints and appeals procedures first. Where a concern relates to the conduct of an ICPHAA member, it is handled under the Complaints Procedures and, where relevant, the Fitness to Practise Policy and the Disciplinary Procedures.

10. Monitoring and review

The application of this policy is monitored through event feedback, accreditation reviews of training providers and the Association's quality processes. The ICPHAA Board of Directors owns this policy. It is reviewed by the review date shown in the document control table, and sooner if law, national education standards, statutory regulation or professional practice changes. Suggestions for improvement are welcome at admin@icphaa.ie.

READ ALONGSIDE

- Continuing Professional Development (CPD) Policy
- Education & Governance Policy
- Quality Assurance Policy
- Professional Standards & Accreditation Policy
- Fitness to Practise Policy
- Digital & Practice Environment Policy

DOCUMENT CONTROL

VERSION	DATE	CHANGE	APPROVED BY
1.0	9 November 2026	Reissued in the ICPHAA policy framework (replaces the former ICPA version).	ICPHAA Board of Directors

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