This is the IAPT Recruitment Information Pack for applicants wishing to apply for Psychological Wellbeing Practitioner and High Intensity Therapist Training Places and Employment Posts. This information supplements the Job Descriptions and Person Specification. Please ensure you read all of the information provided before submitting your application via NHS jobs website.

Closing date for receipt of applications is detailed on the Job vacancy advert on NHS Jobs.
Recruitment Information Pack

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Cheshire HR Service have recruited to all the IAPT training posts in the North West since 2008 for both the High Intensity and Psychological Wellbeing Practitioner, we have experienced a wide range of questions from potential candidates. The most frequently asked questions are answered over the next few pages, so please take time to read through the recruitment pack before contacting the recruitment team.

If you are unsure if your qualifications or experience meet the criteria to apply for either a High Intensity Therapy Trainee or Psychological Wellbeing Practitioner Trainee post please email the team on iaptrecruitmentnw@nhs.net detailing clearly the qualifications and/or experience under query.

The team will seek advice on your behalf and advise you of the most appropriate route for application.

Contact details for IAPT Recruitment Team
01606 544960
01606 544961
Frequently Asked Questions

Who should apply?
IAPT NW actively fosters a culture of inclusion and diversity and will seek to achieve true equality of opportunity for all members of the community. As outlined in the job description for High Intensity and Psychological Wellbeing Practitioners.

What are my career prospects following successful completion of my training year?
Nationally, work has been carried out to create separate career structures for both PWP and HI workers – this information can be found on the IAPT website. www.iapt.nhs.uk

How many positions can I apply for?
You are only allowed to apply for one position in the North West i.e. High Intensity or Psychological Wellbeing Practitioner.

Do I need to state which area I would like to work in?
We appreciate that some applicants are flexible about the specific area in the North West, however we require all applicants to state their preferred area in order that their application can be reviewed by the correct team. Your application will be reviewed by your preferred employing organisation and associated University. All areas will be short listing against the same criteria. It is therefore essential that you state the following at the start of your supporting information:
‘I wish to be considered for the post in ________________________(state area)’

I am not sure if I am more suited to a PWP or HI trainee therapist post?
It is necessary for you to assess your skills and experience against the person specification for both posts and decide which is most appropriate.

Will any other IAPT Trainee vacancies be advertised this year?
We are not currently aware of any other recruitment but it is advisable to register with NHS Jobs for email alerts, inform the recruitment team of your interest so that they can advise you of new vacancies being posted and also to keep abreast of IAPT developments on www.iapt.nhs.uk

Can I apply if I don’t work in the NHS?
Yes

Are these posts fixed term or permanent positions?
The employment type for these posts is detailed in the job vacancy advert.

What if I can’t complete my electronic application form all at the same time?
You can save your electronic application form and return to it later.

I have some paid work experience of mental health but also some voluntary experience does this count?
All mental health work experience (whether paid or unpaid) is relevant please include it in your application form.

If I have undertaken 1 day relevant courses should I state these?
Yes – in the training courses section of the application form.
Can I do this role on a part time basis?
IAPT NW is keen to ensure that candidates are successful in the completion of both their course and practical requirements. It is necessary for you to state on your application form that you require part time hours.
PWP training and practice requires at least 3 days commitment per week.
HI training and practice requires at least 4 days commitment per week.

Why are the courses post graduate?
Training for both types of workers is at postgraduate level, which reflects the importance of workers obtaining the highest levels of skills, competencies and knowledge. For both HI and PWP trainees study will be expected to be undertaken outside working hours.

Will I be able to apply if I require learning support?
If you have any specific learning needs, such as dyslexia, you will also be able to access further support through the student disability support unit.

What if I am short listed and pass the interview but there aren’t enough vacancies?
The IAPT NW Recruitment Team creates a clearing house of candidates in this position. If vacancies arise in other employing organisation throughout the North West you would be contacted and advised of this with your details being forwarded to the recruiting manager for this area. You will not be expected to attend another interview but may be required to undertake a telephone interview and a visit to the employing organisation. Declining an offer to work in another area will not affect you in relation to other potential vacancies arising from the clearing house.

I am very keen to specialise into a certain area of mental health – can I do this?
Not at this stage but with discussions between your employer and University it may be a possibility in future to meet service need and during the development of your course.

I can’t start this post until later in the year due to other commitments – is this a problem?
Additional information about the course and associated employment start date are detailed on the job vacancy advert.

How far back do my references need to cover?
3-5 years employment history.

Do you accept academic references?
Yes

Can references be supplied by someone that I worked for as a volunteer?
Yes

Would my council continuous service count towards my position on the pay scale?
This is dependant on the policies of the employing organisation and is therefore a question you should bring up at interview.

When will my salary banding change from a band 4 to 5 (PWP) or band 6 to 7 (HI)?
The increase in banding will take effect from the point at which you are eligible to become accredited to the BABCP - this would be on successful completion of the course, portfolio and sufficient clinical practice undertaken. Your University will inform your employing organisation of this situation and the increase in your banding will take place.
To apply for a High Intensity Post applicants should have:

1. **A core mental health or social care professional qualification**
   A core mental health or social care professional qualification e.g. clinical psychology, mental health nursing, occupational therapy, social work and counselling (those who are individually accredited with the BACP) ideally with 2 years post qualification experience. Applications are welcome from those candidates with a breadth, variety and depth of experience both paid and unpaid to show the versatility they can bring to the post even if this does not amount to 2 years post qualification experience.

2. **A first degree**
   The basic academic requirement for entry is an Honours Degree of 2:2 or above or equivalent, from an approved University, or other approved Institution of Higher Education. The High Intensity Education and Training Programmes provided by HEIs within the North West IAPT Programme is a Postgraduate Diploma.

   Academic equivalence:
   The decision about equivalence rests with the HEIs providing the training programmes, and the process will entail the submission of either 2 pieces of written academic material prepared for another purpose over the last 4 years (e.g. an essay or dissertation, minimum 2,000 words) or one new piece of written work (a short essay minimum 2,000 words, title to be provided) for consideration by the relevant HEI following selection at interview and site allocation.

3. **Some existing knowledge of cognitive behavioural theory and some experience of the practice of cognitive behavioural therapy.**
   Applicants without a core professional qualification should have:
   - A first degree
   - A successfully completed KSA (Knowledge, Skills and Attitudes) portfolio
   The KSA portfolio should demonstrate evidence of 4 years full time (or equivalent) experience of working in a relevant mental health setting.

For more information about applying for a High Intensity Post via the KSA route please read the FAQ's on page 6.
Entry Criteria to training courses for High Intensity Therapists

KSA Route into HI Training Posts
The IAPT Programme is keen to recruit candidates from a wide variety of backgrounds and appreciate that some applicants may not have a core professional qualification. If you have read all the information in this document and are still not sure if you need to complete a KSA the frequently asked questions below may help you. If you are still unsure please contact the IAPT Recruitment Team.

I have a core mental health or social care profession / qualification eg clinical psychology, mental health nursing, occupational therapy, social work and counselling (accredited to BACP) do I need to complete a KSA?
No

I have a core mental health or social care profession (as listed above) but no degree should I apply?
Yes, if successful at interview, you will be required to complete an academic piece of work prior to the start of the course which will be assessed to confirm your ability to study at post graduate level. Your post and place on the course will be subject to the successful submission of this piece of work.

When do I send in my KSA?
It is advisable to send in your KSA as close to the time of your application as possible and at the latest before the vacancy closing date (as detailed on the job vacancy advert).

Where do I need to send my completed KSA portfolio?
Your completed KSA should be sent to iaptrecruitmentnw@nhs.net

Can I send my KSA in without it being signed by my referees?
We will accept KSAs with a typed signature for the purpose of short listing and interviewing. If you are successful in securing a post you will be required to send a hard copy of your KSA to the recruitment team as soon as possible after you receive your conditional offer letter.

Is there a maximum word limit in the supporting information / KSA?
No

What happens to my KSA when it is submitted to the IAPT Recruitment Team?
Your KSA will be considered by the admissions team of the relevant university at the academic screening stage of recruitment which precedes short listing for interview.

NOTE: Acceptance of your KSA as demonstrating mental health experience does not guarantee that you will be short listed for interview. If you are not offered an interview on the basis of your academic portfolio we will provide, by request, feedback on how you may develop a future application.
Frequently asked questions about applying for High Intensity Posts

**What does the HI Training Programme involve?**
To qualify as a High Intensity CBT practitioner you will study for a Post Graduate Diploma in CBT over one academic year, 2 days per week. The 2 days consist of teaching presentations, workshops, experiential learning and close supervised practice (i.e. video-taped).

Work is assessed throughout the programme via a combination of written academic work and clinical skills assessment.

**How many days a week will I be working and studying?**
In a full time position you will be required to work 37.5 hours per week over 5 days – two days of this (and the corresponding hours) will take place at University.

**Can I apply for a band 7 Post even though I don’t have a Masters Degree?**
Check that you meet the Criteria set out in the Band 7 Job Description and Specification.

The banding criteria will be applied to all candidates in the short-listing and interviewing processes to determine whether people are eligible for a Training Post at Band 6 or 7.

**How do I indicate that I would like to be considered for a Band 7 training post?**
You would need to clearly state this at the top of your additional information along with the area you would prefer to work in.
Anne Kelly, newly qualified High Intensity Therapist

"I grasped the opportunity and made the transition from person-centred counsellor to train in Cognitive Behavioural Therapy."

My name is Anne Kelly, and I work for NHS Knowsley, as one of five newly qualified High Intensity Workers. I grasped the opportunity and made the transition from person-centred counsellor to train in Cognitive Behavioural Therapy in September 2008. Previously an even bigger transition in my working life was changing, careers twice; from working in IT for 14 years to training as a Therapy Radiographer in the early 90’s, which I did part-time until mid 2007.

The Primary Care Mental Health Service at Knowsley consists of over 40 Therapists forming a rich and diverse staff group including Counsellors, Graduate Mental Health Workers, newly qualified Psychological Wellbeing Practitioners, Interpersonal Therapists, a specialist drugs Counsellor, CBT Therapists and newly qualified IAPT High Intensity CBT Therapists.

In the Borough of Knowsley there are many ‘pockets’ of deprivation leading to social and financial struggles and the broad skill base and choice of therapy available within our service helps us to work effectively with the wide ranging psychological needs of our local population.

IAPT in Knowsley has links and partnerships to other services within the Borough, such as: Alcohol Services, Weight Management, Cardiac Services and Listening Ear.

Importantly we also work with Jobcentre Plus and other charity based organisations either helping people back to work or to retain their current employment, should this be in jeopardy.

As a High Intensity Worker, my job role is to work at Step 3, with clients having Depression and/or Anxiety disorders. This includes Panic Disorder, Phobias, Social and Health anxiety, Generalised Anxiety Disorder, and the ‘milder’ end of OCD and PTSD.

At present I see 15 or 16 face-to-face clients a week on a fortnightly basis, over 6 clinical sessions, and hence I have a full caseload of 30 to 32 clients.

This is supplemented with a weekly clinical telephone screening session, involving screening for any risk issues, allocating to the correct therapy step and type of therapy, or referring on to one of our partner organisations. The remainder of my time is spent on administration of my caseload.

All in all this creates quite a varied working week and working within an IAPT service in this time of change is both exciting and challenging - requiring hard work and dedication!
Currently I am employed by the Cumbria Partnership NHS Foundation Trust, as a High Intensity trainee, based in Carlisle as a member of First Step (formerly the Primary Mental Health Team). The focus for intervention is at step three of the “stepped care” model and this typically encompasses mild to moderate forms of disorder/disability, with depression, anxiety, phobias and other associated co-morbid conditions being referred through.

The training input is provided by the University of Cumbria and the syllabus is in accordance with IAPT guidelines, in order to acquire a post graduate Diploma in Advanced Practice in Cognitive Behavioural Therapy. Prior to taking up this post, I gained experience in a variety of settings; encompassing special education, secure and open residential care, all utilising a number of psychological interventions.

Cumbria has seen significant recent investment in its Mental Health Services and the development of resources has been dramatic, with some thirty High Intensity trainees presently undertaking their IAPT promoted post graduate Diploma with the University of Cumbria. The week is split between attendance at the university and managing a varied caseload in clinical practice. The academic input from the University of Cumbria and the continuing support at work has been invaluable, in that it has served to greatly inform personal practice in cognitive behavioural therapy and combined with effective clinical supervision (from both First Step and the University of Cumbria); there is a sense of real improvement in the understanding and application of key therapeutic CBT techniques.

The University of Cumbria course does involve a significant amount of application and there is something of a “balancing act” to achieve between the academic and the clinical in terms of effective time management and ongoing employment: but this is recognised as a tremendous opportunity to gain enhanced skills and offer an improved service. The teaching team involved are experienced clinicians who maintain their own therapeutic skills in practice and correspondingly, they are able to communicate their knowledge with passion and creativity. Similarly, the support and clinical supervision provided by more senior First Step colleagues is of a consistently high standard and has prompted improved confidence and ongoing learning.

Certainly, from my perspective as a High Intensity trainee, the IAPT initiative has gained considerable impetus and I can look back over a period of some months and appreciate that highly relevant fresh skills and learning have been acquired by myself in CBT and as a result, I perceive myself as better-equipped and more effective as a clinician.

“Highly relevant fresh skills and learning have been acquired by myself in CBT and as a result, I perceive myself as better-equipped and more effective as a clinician.”

Adrian Venn
To apply for a Psychological Wellbeing Practitioner Post applicants should have:

1. **A first degree**
2. **Academic equivalence**
   - The basic academic requirements for entry (and hence for the Posts) are an Honours Degree of 2:2 or above or equivalent, from an approved University, or other approved Institution of Higher Education.
   - The PWP Education and Training Programme provided by Universities within the North West IAPT Programme is a Postgraduate Certificate.
   - **Academic equivalence:**
     - Applicants who do not hold a first degree may be considered if they are able to clearly demonstrate equivalence in terms of other qualifications and experience through completion of the Psychological Wellbeing Practitioner Portfolio for Non Standard Applications.
     - Equivalence will include one of the following:
       - An existing postgraduate qualification from an approved University, or other approved Institution of Higher Education (HEI)
       - A recognised professional qualification in health or social care and evidence of successful study at academic level 3 (Honours degree level) - normally at least 40 credits.
       - A recognised professional qualification in health or social care and evidence of ability to study at academic level 3 (Honours degree level) as demonstrated by the PWP Portfolio for Non Standard Applications requirements.

For more information about applying for a Psychological Wellbeing Practitioner via the Portfolio route please read the FAQs on page 12.
Entry criteria to training courses for Psychological Wellbeing Practitioners

Portfolio Route into PWP Training Posts
The IAPT Programme is keen to recruit candidates from a wide variety of backgrounds and appreciate that some applicants may not have a relevant degree. If you have read all the information in this document and are still not sure if you need to complete a Portfolio the information below may help you. If you are still unsure please contact the IAPT Recruitment Team.

How does the PWP Portfolio for Non-standard Applications work?
The PWP Portfolio for Non-Standard Applications along with detailed guidance for its use is available to download from our PWP advert page within www.jobs.nhs.uk

Your completed PWP Portfolio for Non-standard applications should be emailed to iaptrecruitmentnw@nhs.net before the closing date as detailed on the job vacancy advert and as close to the submission of your application form as possible.

It is very important that you look at this document as soon as you decide that you may want to apply for a PWP post. It may take you some time to gather all the relevant information and complete. If your portfolio is incomplete it may affect our ability to process your application.

The portfolio offers opportunities for individuals from one of three categories to submit a non-standard application:

**Category 1:** Dip HE / Level 5 FHEQ, or equivalent, and have at least 40 credits of study accredited at degree level (Level 6 FHEQ) or above

**Category 2:** Dip HE / Level 5 FHEQ, or equivalent, but have not completed further accredited study at degree level (Level 6 FHEQ) but have completed substantial written work(s) within the course of their work or related activity which they consider provides evidence of equivalence to degree level (Level 6 FHEQ) – this work will be independently assessed by the relevant university using standardised Level 5 assessment criteria to decide whether the applicant can demonstrate ability to study at the required level.

**Category 3:** Dip HE / Level 5 FHEQ, or equivalent, but have neither completed further accredited study at degree level (Level 6 FHEQ), or completed substantial written work(s) within the course of their work or related activity which they consider provides evidence of equivalence to degree level (Level 6 FHEQ) – this work will be independently assessed by the relevant university using standardised Level 5 assessment criteria to decide whether the applicant can demonstrate ability to study at the required level.
Frequently asked questions about applying for Psychological Wellbeing Practitioner Posts

What type of degree do I need to have to apply for a PWP post?
Graduates of psychology, and health and social care related subjects are encouraged to apply, however you will also be considered if you have a degree in a different subject area.

Can I apply if I have a counselling degree from a recognised Higher Education Institution?
Yes – if you have any concerns about this please contact the IAPT Recruitment Team.

What if I have limited experience of mental health work?
The PWP Job Description and Person Specification require experience of mental health work. Applicants who have an understanding and/or experience of mental health issues are welcome to apply.

How many days a week will I be working and studying?
In a full time position you will be required to work 37.5 hours per week over 5 days – one day of this (and the corresponding hours) will take place at University.

I only complete my degree in the summer can I still apply?
Yes, if you are successful in obtaining a post as part of your pre-employment checks you will be required to submit confirmation that you have obtained a 2:2 degree or above - the recruitment team will need to view your original degree certificate or original confirmation letter.

What does the PWP Course involve?
To qualify as a PWP Worker you study for a part-time Post Graduate Certificate. This consists of four 15 (M level) credit units which are mapped against the National PWP IAPT curriculum.

Attendance is required for a registration day and two week induction block followed by one day per week attendance at university and one day per week in supervised practice through the subsequent academic year.

You will be expected to attend all sessions, and as such it is important that arrangements for holidays etc are made within the specified holiday periods – details of semester dates are available from the relevant university web site.

In addition to academic teaching and support from the university you will be allocated a clinical supervisor and a mentor who will work with you in the workplace to ensure you meet specific practice objectives.

Teaching is delivered through a blend of taught sessions, clinical skills practice, group work and online learning, and is assessed through a combination of written assignments, assessed clinical simulation, presentations and a practice based portfolio for each unit.

Whilst you will be supported by your employer with additional study time where appropriate it is normal that students also undertake study outside of the work hours.
**What happens to my portfolio when it is submitted to the IAPT Recruitment Team?**

Your portfolio will be considered by the admissions team of the relevant university at the academic screening stage of recruitment which precedes short listing for interview.

**NOTE:** Acceptance of your portfolio as demonstrating academic equivalence does not guarantee that you will short listed for interview. If you are not offered an interview on the basis of your academic portfolio we will provide by request feedback on how you may develop a future application.

**I have a relevant degree do I need to complete a Portfolio?**

No

**Can I send my Portfolio in without it being signed by my referees?**

We will accept PWP Portfolios with a typed signature for the purpose of short listing and interviewing. If you are successful in securing a post you will be required to send a hard copy of your PWP Portfolio (signed by your referees) to the recruitment team as soon as possible after you receive your conditional offer letter.

**Is there a maximum word limit in the supporting information / Portfolio?**

No

**Can I apply for a PWP Post if I have a Counselling Qualification (not a degree from a recognised Higher Education Institute)?**

There is a very wide variety of counselling qualifications awarded by a number of different institutions, and sometimes it can difficult to determine their academic level. In order to prevent problems with your application it is important that you find out the level of your qualification and its equivalence within The Framework for Higher Education Qualifications Framework (FHEQ)
Can I apply for a PWP training post if my qualifications are lower in equivalence to Dip HE / Level 5?
You will need to explore ways of developing your portfolio in order that you can meet the minimum requirements before you apply.

**NOTE:** If you are employed within the North West within a Health or Social Care role you may be able to access support with further study through the Continuing Professional Development (CPD) programme. You can find out more about these potential opportunities by talking to your employer and local university. We will provide, by request, feedback.

Can I apply for a PWP training post if I don’t have a degree?
The PWP course is accredited at Postgraduate Certificate (PgCert) at Masters Level (Level M / FHEQ Level 6) which means that normally you would be required to hold a degree or equivalent qualification accredited by a recognised Higher Education Provider.

IAPT NW application process provides you with the opportunity to submit a structured portfolio of work to be assessed as demonstrating your ability to study at the required level.

What types of Health & Social Care Practitioners can apply using the Portfolio Route?
We are keen to attract applications for PWP posts from individuals with a range of experience. There are two categories of practitioners we will normally accept portfolio applications from, these are:

- Regulated Practitioners such as Nurses and Social Workers who have a recognised qualification which leads to regulation by a professional body.

- Non-regulated Practitioners such as Counsellors, Health Trainers, Community Support Workers, and Support Time Recovery Workers who have a formal qualification from a recognised Higher Education Institution.
Amy Barrett, newly qualified Psychological Wellbeing Practitioner

"Training and working as a PWP has given me the opportunity to take my academic understanding and practical skills to the next level."

My name is Amy Barrett and I work in Knowsley Primary Care Mental Health Service as one of nine qualified Psychological Wellbeing Practitioners. In September 2008 I was given the opportunity to train as a PWP in the first wave of the IAPT Programme. My background is in Psychology and it was whilst completing my undergraduate degree that I realised that I had a keen interest in Psychological Therapy. This passion was further strengthened whilst working as a volunteer for St Helens MIND, where I offered support to clients with common mental health problems. Training and working as a PWP has given me the opportunity to take my academic understanding and practical skills to the next level.

As a PWP, my role is to work within step 2 with clients with mild/moderate anxiety and depression. I provide a high volume of low intensity interventions which are a range of Cognitive Behaviour Therapy based self management interventions. At present I have a caseload of 60 clients which I see on a fortnightly basis. One day a week I provide telephone assessments for the service and this involves screening newly referred clients for risk, suitability for our service and signposting clients to other services if required.

As part of Knowsley’s unique model all PWPs within our service have been placed into different partnership organisations such as Alcohol services, ASK, Cardiac services, Weight Management, YWCA and Listening Ear, (Merseyside). I was seconded with two other PWPs to Listening Ear, (Merseyside), as a result of this I have gained a fantastic knowledge of the voluntary services available in the Knowsley area.

Knowsley Primary Care Mental Health service consists of over 40 therapists from varied disciplines and experience. The wealth of knowledge and support that has been provided from the team for all the PWPs has been much appreciated and has helped us to develop the skills necessary to deliver high standards of assessments and interventions on a daily basis.
Insight...

Julie Devlin,
Trainee Psychological Wellbeing Practitioner

“I have been extremely impressed with the quality of teaching and the guest speakers selected to talk about specialist issues.”

I can highly recommend working as a Trainee Psychological Wellbeing Practitioner on the Improving Access to Psychological Therapies Programme. It has been an excellent opportunity which has opened up a new area for many psychology graduates. I have been able to discover new skills, develop existing ones and gained lots of knowledge in the area of mild to moderate mental health issues.

The course at The University of Manchester has been challenging yet rewarding, providing us with the knowledge to take into everyday practice. I have been extremely impressed with the quality of teaching and the guest speakers selected to talk about specialist issues. The University of Manchester has provided a friendly atmosphere whilst being extremely supportive.

The combination of the academic course and working with clients, implementing the interventions learnt during the one day a week course at University enables students to put into practice new skills whilst gaining valuable experience.

Support from the existing mental health team at Bury has been fantastic. We are extremely well supervised and managed, and all members of the team will go out of their way to answer questions at a moments notice and are more than willing to help with any situation. All of the new PWPs were made to feel very much part of the team from day one.

I can honestly say I have never worked anywhere that has provided as much support to do my job as am receiving from the combined efforts of the people at Bury PCT, Pennine Care and Manchester University.
Michael Brown,
Trainee Psychological Wellbeing Practitioner

"We have the opportunity to work with a diverse team of experienced and talented professionals who are always willing to share their knowledge..."

I thoroughly enjoy working as a Trainee Psychological Wellbeing Practitioner. It is an excellent opportunity for me as a recent psychology graduate, and I feel very lucky to be in a job which allows me to use the knowledge that I’ve gained during my degree. The role has allowed me to gain in-depth knowledge of common mental health problems and has served to vastly develop existing skills in working with service users.

Working as a practitioner in the Bury mental health team has been a great experience. We have the opportunity to work with a diverse team of experienced and talented professionals who are always willing to share their knowledge or advice. We are excellently managed and supervised in the team with great support. This is invaluable in terms of managing your caseload, as well as your own well-being.

The course at the University of Manchester is one which is excellently taught but challenging. I entered the course with some knowledge of the theory of Psychology, which has been useful.

However the course really does serve to expand your practical skills in working with service users. I have been particularly impressed with the way in which the course has used expert guest lecturers to teach specialist aspects of the course. The course is taught alongside your clinical work, so whilst you’re learning the interventions and carrying out role plays with colleagues one week, the next week you find yourself using these interventions to help service users address their problems.

I feel very fortunate to be in such a satisfying role, one which constantly offers new challenges from day-to-day.
Things to do...

1. Have you added a statement at the top of the additional information clearly stating your first preference employment area?

2. If you wish to be considered for a band 7 position have you stated this clearly in the additional information section?

3. Have you completed your KSA / Portfolio and emailed it to the IAPT NW Recruitment Team?

4. Have you completed the declaration on your application form?

5. Have you completed the section on the application form which confirms your right to work in the UK?

6. Have you completed all the dates in the correct format?

7. Have you completed all the mandatory fields?