**KSA Portfolio**

**KSA 1 – CRITERION CHECKLIST**

|  |  |
| --- | --- |
| **Applicant/Candidate Name** |  |

**Check the boxes to indicate which evidence is included for each criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion Category** | **Criterion Item** | **Evidence** | **Complete & Evidenced** |
| **KNOWLEDGE - K** | 1.Life Stages & Human Development | **A** Training Course/s **alone***or***B** References*plus***C** Self-directed Study | Self-statement [ ] A [ ] B [ ] C [ ]  |
| 2.Health & Social Care Approaches | **A** Training Course/s **alone***or***B** References*plus***C** Self-directed Study | Self-statement [ ] A [ ] B [ ] C [ ]  |
| 3. Psychopathology/ Diagnostic Skills | **A** Training Course/s **alone***or***B** References*plus***C** Self-directed Study | Self-statement [ ] A [ ] B [ ] C [ ]  |
| 4.Models of therapy | **A** Training Course/s **alone***or***B** References*plus***C** Self-directed Study | Self-statement [ ] A [ ] B [ ] C [ ]  |
| **SKILLS - S** | 5.Competency in Key Relationship Skills | **B** Reference*plus*Minimum **x 1** other item of**A** Training Course/s**C** Self-directed Study**D** Course or Job Admission Criteria | Self-statement [ ] A [ ] B [ ] C [ ] D [ ]  |
| 6.Maintain & Manage Records and Reports | **B** Reference*plus*Minimum **x 1** other item of**A** Training Course/s**C** Self-directed Study**D** Course or Job Admission Criteria | Self-statement [ ] A [ ] B [ ] C [ ]  D [ ]  |
| **SKILLS - S** | 7.Communication with Services and Colleagues | **B** Reference*plus*Minimum **x 1** other item of**A** Training Course/s**C** Self-directed Study**D** Course or Job Admission Criteria | Self-statement [ ] A [ ] B [ ] C [ ]  D [ ]  |
| 8.Awareness of Risk | **A** Training Course/s*plus***B** Reference | Self-statement [ ] A [ ] B [ ]  |
| 9.Comprehension of Research | **A** Training Course/s*plus***B** Reference | Self-statement [ ] A [ ] B [ ]  |
| 10.Commitment to Ethical Principles | **A** Training Course/s*plus***B** Reference | Self-statement [ ] A [ ] B [ ]  |
| **ATTITUDES - A** | 11.Fitness to Practice and Suitable at a Personal Level | **B** Reference*(provided by a Referee, not a countersigned self-statement)* | Self-statement [ ] B [ ]  |
| 12.Self-evaluation and Reflection | **B** Reference*(provided by a Referee, not a countersigned self-statement)* | Self-statement [ ] B [ ]  |
| 13.Has Enquiring Mind and is Receptive to Scientist Practitioner Approach | **B** Reference*(provided by a Referee, not a countersigned self-statement)* | Self-statement [ ] B [ ]  |

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| 14.Clinical Experience Record | Clinical Experience Record | Record [ ]  |

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| **Applicant/Candidate Signature** |  |

**KSA Portfolio**

**KSA 2 – SELF-STATEMENT**

|  |  |
| --- | --- |
| **Applicant/Candidate Name** |  |
| **KSA Criterion Category** |  |
| **Criterion Item Number and Name** |  |

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| --- |
| **Applicant/Candidate Self-statement Attesting to Criterion** |
|  |

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| --- |
| **Evidence attached** |
|  |

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| --- | --- |
| **Applicant/Candidate Signature** |  |

**KSA Portfolio**

**KSA 3 – COUNTERSIGNED SELF-STATEMENT**

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| --- | --- |
| **Applicant/Candidate Name** |  |
| **KSA Criterion Category** |  |
| **Criterion Item Number and Name** |  |

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| --- |
| **Applicant/Candidate Self-statement Attesting to Criterion** |
|  |

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| --- |
| **Evidence attached** |
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| --- | --- |
| **Applicant/Candidate Signature** |  |

**Referee Attesting to Self-statement**

|  |  |
| --- | --- |
| **Referee Name** |  |
| **Position** |  |
| **E-mail Address** |  |
| **Telephone Number** |  |

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| --- |
| **Professional relationship to Applicant/Candidate** |
|  |

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| --- | --- |
| **Referee Signature** |  |

**KSA Portfolio**

**KSA 4 – REFERENCE**

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| --- | --- |
| **Applicant/Candidate Name** |  |
| **KSA Criterion Category** |  |
| **Criterion Item Number and Name** |  |
| **Referee Name** |  |
| **Position** |  |
| **E-mail Address** |  |
| **Telephone Number** |  |
| **Professional Relationship to Applicant/Candidate** |
|  |

**Reference Attesting to Criterion**

Please refer to *Guidelines for Referees Providing KSA References* document for specific information required for your reference; the Applicant/Candidate should provide this to you. References should be typed in Word, (not handwritten) printed and signed and provided to the Applicant/Candidate.

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|  |
| **Referee Signature** |  |

**KSA Portfolio**

**KSA 5 – SELF-DIRECTED STUDY RECORD**

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| **Applicant/Candidate Name** |  |
| **KSA Criterion Category** |  |
| **Criterion Item Number and Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Studied** | **Title** | **Author** | **Key Learning Points** |
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| **Applicant/Candidate Signature** |  |

**KSA Portfolio**

**CORE KNOWLEDGE, SKILLS AND ATTITUDES EVIDENCE**

**RECORD OF RELEVANT CLINICAL EXPERIENCE**

|  |  |
| --- | --- |
| **TRAINING BODY** |  |
| **PROVIDER SITE** |  |
| **APPLICANT NAME** |  |

**Record of Mental Health and**

**Page of**

**Psychotherapeutic Clinical Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**From - To | **Employer** | **Job Role &** Part/Full-time (WTE) | **Details of Experience** |
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| **Applicant/Candidate Signature** |  |

**KSA Portfolio**

**KSA 7 – DOCUMENT LIST**

**List of Documents Referenced in Portfolio**

**or Evidence for Course Selection**

**Provide copies only, not originals**

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| **Applicant/Candidate Name** |  |

|  |  |  |
| --- | --- | --- |
| **Label Identifier** | **Document Name** | **Criterion Numbers** |
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