

2009

# Advanced Diploma in Evidence-Based Hypnotherapy

## Candidate Information Pack

NCFE Level 5 Customised Award No. C34. Mapped against the National Occupational Standards for Hypnotherapy.

### Candidate Details

Candidate Name:	Candidate Number:
Centre Name: The UK College of Hypnosis & Hypnotherapy Ltd.	Centre Number: 003944
Tutor Name:	Course Start Date:





**The Advanced Diploma in  
Evidence-Based Hypnotherapy  
(Level 5 NCFE Award)**

**The UK College of  
Hypnosis & Hypnotherapy Ltd.**



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## Introduction to the Award Scheme

This information pack is yours to keep, and a place to record your progress.

### Entry Requirements

This qualification is only available to candidates who have already successfully completed the Diploma in Cognitive-Behavioural Hypnotherapy award (C0982), or where it can be proven that the candidate possesses the equivalent breadth and level of training to the Diploma award.

### Scheme Overview

The Advanced Diploma in Evidence-Based Hypnotherapy (“Advanced Diploma”) has been developed by the UK College of Hypnosis & Hypnotherapy Ltd. to provide candidates with a progression route toward *advanced* professional qualification as a hypnotherapist. The diploma consists of the following mandatory units:

Unit 1: **Research Hypnotherapy Treatment Materials**

Unit 2: **Design Hypnotherapy Treatment Materials**

### The National Occupational Standards for Hypnotherapy (NOS)

This award has been “part-mapped” against the National Occupational Standards for hypnotherapy published by Skills for Health, the sector skills council for the UK health sector. Students who have completed the Level 4 Diploma in Cognitive-Behavioural Hypnotherapy will already have covered most of the National Occupational Standards.

The National Occupational Standards require hypnotherapists to be competent in designing treatment plans based upon ‘evidence from documented research and the success of the interventions concerned.’ (NOS, Element CH-H1.4). The Standards also require hypnotherapists to know and understand ‘the information available on effective complementary healthcare and how to evaluate and use this information within [their] own practice.’ (NOS, Knowledge & Understanding, E3.)

### Aims of the Award

The overall aim of the Advanced Diploma is to provide advanced professional training in evidence-based hypnotherapy, through which you will be able to develop your understanding of hypnotherapy through researching and developing a “treatment pack” designed for a specific issue. You should find the materials produced to be of direct benefit in working safely and effectively with your clients.

### Why use this information pack?

This trainee handbook will help you keep track of the work you have done and the work you still need to do to finish your portfolio. It will also help your Tutors, Assessors, and Verifiers check your portfolio.

### The Internal & External Verifiers

After your Assessor has marked your work, another member of staff, the Internal Verifier, will confirm his assessment. An External Verifier, employed by NCFE, will visit your awarding centre (the College) and may wish to discuss the content of the course and the work you are doing with you and the other candidates. The External Verifier’s role is to ensure your work has been assessed in accordance with NCFE’s requirements. The Internal and/or External Verifier will also sign the front cover of your portfolio, if yours is one of those selected.

### Assessment Procedures

The College require students to complete a major piece of research for this award, consisting of a “treatment pack” designed for use with your clients. The treatment pack should be an original piece of work, clearly evidencing your ability to research and develop materials for a specific client issue. The issue chosen must be directly relevant to the practice of hypnotherapy. For example,

- Insomnia
- Generalised anxiety
- Assertiveness
- Panic attacks
- Social anxiety
- Phobia
- Chronic pain
- Personal development
- Smoking cessation

- Stress management
- Another issue agreed in advance with your Tutor

The pack should be designed as a workbook or manual comprised of distinct sections which can be read by a client seeking to address the issue chosen. The content of the pack should normally consist of the following sections,

- An introduction describing the issue chosen, e.g., providing information for the client about the nature of their problem.
- A *rationale* for the treatment approach chosen, explaining how it can help with the issue chosen.
- Several lessons designed to help the client with the chosen issue, including exercises, forms, etc.
- Appendix 1: CD Script. At least one written script designed for use as a CD/MP3 recording, i.e., a self-hypnosis CD, 15-25 minutes long. (NB: You do not actually need to submit a recording.)
- Appendix 2: Psychopathology. A short essay (1,000-1,500 words) reviewing the nature of the issue chosen and referenced against suitable literature on the subject.
- Appendix 3: Treatment. A short essay (1,000-1,500 words) reviewing the existing literature on hypnotherapy and other treatment options relating to the issue which you have used in researching your treatment pack, with references.

The total word count of the treatment pack, which constitutes your portfolio of evidence, must be 5,000-10,000 words, inclusive of all material submitted. The College will aim to mark your submission within 90 days. The minimum pass mark is 60% of the total mark. Students who score less than 60% have *one* subsequent opportunity to resubmit their portfolio based on the assessor's feedback.

### Important: Portfolio of Evidence

Students may submit one *draft* copy of their portfolio of evidence before the final submission for assessment. It is strongly recommended that you take advantage of this opportunity for feedback from your tutor/assessor. The College require up to 90 days for marking draft portfolio submissions. A further 90 days may be required to mark your final submission. Written sections of portfolios must be submitted, where possible, in double line-spaced, black, Arial, 11 point typeface.

You must include a completed and signed cover sheet which you will find on page 19 of this handbook. The College will add your candidate number for NCFE. Portfolios must be submitted either online through the College's (Moodle) website or in hard copy, suitably bound, and sent by recorded delivery. Handwritten evidence that is not *clearly legible* cannot be marked. Final portfolios must be submitted within one year of the enrolment date.

### Referencing Sources

Any work which employs quotations from or refers to other texts should be clearly referenced using APA conventions. Plagiarism in any form is *strictly prohibited* by the College and NCFE – see our assessment policy for details.

### Award of the Advanced Diploma

Once you have built up your portfolio of evidence to the satisfaction of your Assessor and the Internal and External Verifier, and successfully completed any additional requirements, you will be awarded the Advanced Diploma. When your portfolio has been completed and signed off by your awarding centre (the College) and the External Verifier, your awarding centre (the College) will return a signed Certificate Claim Form to NCFE. Your Advanced Diploma will be despatched to your awarding centre (the College) within 15 working days of receipt of this form. Your awarding centre (the College) will then forward the diploma to your designated postal address (please advise us of any change of address).

### Professional Registration

Candidates must *already* hold a Level 4 Diploma suitable to meet professional registration requirements before commencing study for this award, and should ideally already be in professional practice as a hypnotherapist.

### Recommended Textbooks

We recommend that students obtain a copy of Dr. Assen Alladin's book *Cognitive Hypnotherapy: An Integrated Approach to the Treatment of Emotional Disorders* (2008). This book contains recent evidence-based treatment protocols for clinical depression, migraine and tension headaches, post-traumatic stress disorder (PTSD), psycho-cutaneous disorder, somatisation disorder, chronic primary insomnia, and sexual dysfunction. You may also find examples of evidence-based hypnotherapy protocols in *Essentials of Clinical Hypnosis: An Evidence Based Approach* (2006) by Steven Jay Lynn and Irving Kirsch. Also see the recommended reading list in this handbook.

## Introduction to the UK College

The UK College of Hypnosis & Hypnotherapy Ltd. is a hypnotherapy and psychotherapy training provider specialising in modern evidence-based theory and practice. It is a private limited company listed in the Department for Education & Skills' UK Register of Learning Providers (UKPRN 10008042).

### Mission Statement

- To innovate by continually researching and developing the most effective and evidence-based approaches to clinical hypnotherapy and psychotherapy.
- To provide the best quality and most enjoyable training in hypnotic psychotherapy available anywhere in the world.
- To deal with students fairly and supportively, nurturing their talent for the therapeutic arts.

### History of the UK College

The College was founded in April 2003 when the HypnoSynthesis® trademark (2329434) was officially registered as the brand name for the training in self-hypnosis and personal development being taught by Donald Robertson at that time, after teaching smaller workshops and seminars for several years.

After becoming an incorporated company in July 2005 (Company No. 05499462), it assumed its current name, *The UK College of Hypnosis & Hypnotherapy Limited*, while retaining the brand trading name of HypnoSynthesis®.

The trademark Hypno-CBT® (2398937) was registered in 2005 as the brand name for the proprietary system of cognitive-behavioural hypnotherapy developed by Donald Robertson following the publication of his philosophical critique of traditional cognitive-behavioural therapy in *The Journal of Practical Philosophy*, November 2000.

### College Staff

Donald Robertson.  
*College Principal and Executive Director.*

Mandy Robertson.  
*Company Secretary & Student Support Director.*

Mark Davis, Gary Baker, John Barry, and others.  
*Associate Tutors / Assessors*

Simon Clarke  
*UKCP Registered Hypno-Psychotherapist  
Internal Verifier*

### UK College Contact Details

The UK College of Hypnosis & Hypnotherapy Ltd.  
Suite 127, 17 Piries Place, Horsham, RH12 1BF  
Telephone: 01403 248 266  
Email: [Study@UKhypnosis.com](mailto:Study@UKhypnosis.com)  
Website: [www.UKhypnosis.com](http://www.UKhypnosis.com)

## Hypno-CBT<sup>®</sup> & Hypnotherapy

The House of Lords Science & Technology Select Committee report (1999) defines hypnotherapy as follows,

“Hypnotherapy — The use of hypnosis in treating behavioural disease and dysfunction, principally mental disorders.”

We believe that hypnotherapy was the original modality of modern psychotherapy. Nowadays, however, a distinction is made between,

1. **Hypnotherapy.** Classed as a branch of Complementary & Alternative Medicine (CAM) following a House of Lords report. Within this sector there are several organisations which voluntarily self-regulate the practice of hypnotherapy.
2. **Hypno-psychotherapy.** Which is recognised by umbrella bodies like the UK Council for Psychotherapy (UKCP), European Association for Psychotherapy (EAP), and World Council for Psychotherapy (WCP) as designating a core modality of psychotherapy.

Almost all modern hypnotherapy inevitably draws upon concepts and techniques from the wider culture of psychotherapy. However, some forms of hypnotherapy do this to a minimal degree, while others do so to a greater extent and in a more sophisticated manner. As one contemporary authority on the subject writes,

A century ago, hypnotherapy often consisted of a hypnotic induction, followed by suggestions of symptom removal. Consequently, hypnotherapy has been viewed by some writers as a mode of therapy that might be compared with psychodynamic, cognitive-behavioural, or other therapeutic approaches. However, suggestions for symptom relief play a relatively minor role in contemporary hypnotherapy. Instead, hypnotherapy generally consists of the addition of hypnosis to some recognised form of psychotherapy. (Kirsch *et al.*, 1995: 214)

Modern hypnosis is not just about “hypnotising people and telling them they will feel better”, though direct suggestion does play a role in therapy. The Advanced Diploma training programme places hypnotherapy squarely within the context of modern psychotherapy. It places special emphasis upon evidence-based theory and practice of hypnosis. We select techniques for integration within a hypnotic psychotherapy framework based upon a philosophy of evidence-based (technical) eclecticism, which endorses therapeutic techniques mainly on the basis of their support from the best independent research evidence available.

### Hypno-CBT<sup>®</sup>

Our own proprietary system of cognitive-behavioural hypnotherapy is called Hypno-CBT<sup>®</sup> and we consider it to represent the future of evidence-based practice in the field of hypnotic psychotherapy. Cognitive-behavioural hypnotherapy (CBH) is a popular topic of research in current scientific journals in the field of hypnotherapy. Students completing the level 4 practitioner diploma will be progressively introduced to the core concepts and techniques of Hypno-CBT<sup>®</sup> through the later stages of their training as a natural development of the basic hypnotherapy covered in stage one.

## Recommended Reading List

We strongly recommend that all students subscribe to The *International Journal for Clinical & Experimental Hypnosis* (IJCEH) the leading research journal in the field of hypnosis. IJCEH subscription is free with registration for REBHP members. Other leading journals in the field are the American Journal of Clinical Hypnosis (AJCH) and the British journal *Contemporary Hypnosis*.

We have marked the *most important* books below with an asterisk (\*). Many important books on hypnosis are out of print or difficult to obtain. Abe Books is probably the largest marketplace for books on the internet and the best place to look for copies of old textbooks.

www.Abebooks.co.uk

### 1. General Hypnotherapy

**\* Hartland's Medical and Dental Hypnosis: Fourth Edition (2001)**

Michael Heap & Kottiyattil K. Aravind

This is the main general-purpose textbook we recommend for clinical hypnotherapy.

**\* Handbook of Hypnotic Suggestions and Metaphors (1990)**

D. Corydon Hammond

This is the best collection of scripts and techniques, containing excerpts from many different respected authors.

**The Practice of Hypnotism: Second Edition (2000)**

André M. Weitzenhoffer

A well-respected textbook giving an overview of hypnotherapy.

**Clinical and Experimental Hypnosis: In Medicine, Dentistry, and Psychology, Second Revised Edition (2007)**

William S. Kroger

A traditional clinical textbook by well-respected author with a broadly behavioural orientation.

**DSM-IV-TR: Diagnostic & Statistical Manual of Mental Disorders: 4<sup>th</sup> Edition (2000)**

The American Psychiatric Association (APA)

The main reference book classifying psychiatric conditions.

**The New Encyclopaedia of Stage Hypnotism (1996)**

Ormond McGill

The main textbook of stage hypnosis, not recommended except as an example of this approach to hypnosis.

### 2. Cognitive-Behavioural Hypnotherapy

**\* Cognitive Hypnotherapy: An Integrated Approach to the Treatment of Emotional Disorders (2008)**

Assen Alladin

A recent textbook by a well-respected authority on cognitive hypnotherapy.

**\* Essentials of Clinical Hypnosis: An Evidence-Based Approach (2006)**

Steven Jay Lynn & Irving Kirsch

Another recent textbook by two leading researchers providing treatment protocols for cognitive-behavioural hypnotherapy.

**Hypnotherapy: A New Approach (1987)**

William L. Golden, E. Thomas Dowd & F. Friedberg

A small book providing a good introduction to a cognitive-behavioural approach.

**Cognitive Hypnotherapy (2000)**

E. Thomas Dowd

A good overview of Dowd's approach which combines Beck's cognitive therapy with hypnosis.

**They Call it Hypnosis (1990)**

Robert A. Baker

An excellent, very readable book, on the cognitive-behavioural *theory* of hypnosis; not a clinical textbook.**\* The Clinical Use of Hypnosis in Cognitive Behaviour Therapy (2006)**

Robin A. Chapman (ed.)

A collection of articles by different authors.

**Hypnosis & Behaviour Modification: Imagery Conditioning (1976)**

William S. Kroger &amp; William D. Fezler

An early textbook on behavioural hypnotherapy.

**Hypnotism: Imagination, and Human Potentialities (1974)**

T.X. Barber, N.P. Spanos, &amp; J.F. Chaves

A seminal review of the research supporting a cognitive-behavioural (non-state) *theory* of hypnosis.**Clinical Hypnosis & Self-Regulation: Cognitive Behavioural Perspectives (1999)**

Irving Kirsch, Antonio Capafons, Etzel Cardeña-Buelna &amp; Salvador Amigó

An important collection of articles on cognitive-behavioural approaches to hypnosis and self-hypnosis training.

**\* Hypnosis & Behavior Therapy: The Treatment of Anxiety & Phobias (1983)**

J. Christopher Clarke &amp; J. Arthur Jackson

An early and well-designed textbook on behavioural hypnotherapy; despite the title it also contains references to the *cognitive* and rational therapies of Beck and Ellis as used in hypnosis.**3. Cognitive-Behavioural Therapy****Cognitive-Behavioural Therapy for Dummies (2006)**

R. Wilson

A simple overview and introduction.

**Feeling Good: The New Mood Therapy (1980)**

David Burns

A popular self-help book based on Aaron Beck's cognitive therapy.

**\* Cognitive Therapy & the Emotional Disorders (1976)**

Aaron Beck

A seminal textbook giving an overview of Beck's cognitive therapy in the treatment of different conditions.

**Rational-Emotive Behaviour Therapy: A Therapist's Guide (1998)**

Albert Ellis &amp; Catherine MacLaren

This short book provides a good introduction to Ellis' REBT approach.

**\* The Practice of Behaviour Therapy, Fourth Revised Edition (1990)**

Joseph Wolpe

The principal textbook of behaviour therapy. Particularly relevant to hypnotherapy given the similarities with Wolpe's systematic desensitisation.

**The Practice of Multimodal Therapy (1981)**

Arnold A. Lazarus

A key textbook outlining Lazarus' Multimodal Therapy (MMT).

## Awarding Centre Policies

### Admissions Policy

Students attending the Advanced Diploma are expected to meet the following requirements,

1. Students should have no history of criminal convictions or sanctions by professional organisations which might reflect upon their suitability to practice as a therapist.
2. Students should be sufficiently fluent in spoken English to work effectively with English-speaking clients.
3. Students must be in suitable mental health for training, e.g., without a history of psychotic symptoms or current mental health problems.
4. Students who currently suffer from a general medical condition or psychological condition which might affect their safety or in any way impinge upon their ability to study are responsible for informing their Tutor before commencing training. For example, students who suffer from panic attacks or clinical depression are required to notify their Tutor in writing, so that relevant details can be logged in their file.
5. Students should have, or are advised to obtain, suitable experience of working with other people in a relevant professional role, e.g., in medicine, psychotherapy, counselling, or social work.

### Equal Opportunities

1. The Awarding Centre fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of gender, colour, racial origin, nationality, disability, age, creed, sexual orientation, marital status and social background.
2. The Awarding Centre aims to ensure that equality of opportunity is promoted and that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in its own employment practices, and in access to its qualifications.
3. This does not contradict the Awarding Centre's duty to exclude students from training where a psychiatric or general medical condition might present a risk or otherwise render them unsuitable for training in hypnotherapy.

### Disability & Additional Support

1. We recognise that you might require additional support in order to achieve your Advanced Diploma; for example, if you have a permanent, or temporary, disability, medical condition or specific learning need.
2. We promise to make reasonable adjustment to accommodate your needs, insofar as it is possible and appropriate to do so.
3. Your Tutor will discuss the best methods of support to meet your needs and will notify NCFE of the support they are going to give you.

### Appeals Policy & Enquiries about Results

1. Students who wish to appeal against the Awarding Centre's marking decisions have the right to do so by contacting the College in writing within 28 days of the original decision. At the discretion of the College, the Assessor may be asked to re-assess the work in question, which will be checked by the Internal Verifier. Appeals against the second decision of the Assessor may be made in writing within 28 days of their decision to the College. If the College considers it appropriate, a different Assessor may be appointed to re-assess the work independently of the first.
2. If you are still not satisfied with the Assessor's decision, or wish to challenge the decision of the External Verifier, you have the right to raise an appeal with NCFE directly. This must take place within 28 days of the preceding verification decision. There is a charge for this service, which is refunded if the appeal is upheld and your result is changed. Please bear in mind that re-marking can result in a negative result change, as well as positive and that the re-checked mark will be used for your overall result.
3. For more information your Tutor will be able to provide you with a full copy of NCFE's Appeals and Enquiries about Results Policy, or you can download it from: [www.ncfe.org.uk](http://www.ncfe.org.uk).

### Student Satisfaction Policy & Complaints Procedure

1. Complaints must be submitted in writing to the Student Support Coordinator at the Awarding Centre within 28 days of the incident in question. See the front of this handbook for staff details and the address.
2. The Awarding Centre will respond in writing to complaints within 28 days of receipt, where possible.

3. If you are unhappy with the Awarding Centre's response you may appeal in writing to the Register's executive committee within 28 days. Contact the Register for details; see above for details.
4. If you are unhappy with the Register's response, you may appeal to NCFE. NCFE will act upon reports of suspected or actual cases of malpractice or misconduct received from candidates and other parties about a centre's activities or centre personnel which may affect the integrity of the scheme(s) and quality assurance systems. NCFE's decision will be treated as final.

### **Course Structure & Professional Accreditation**

1. The Advanced Diploma course is based on a distance learning format with tutor supervision, which takes place over the course of twelve months.

### **Assessment Policy & Student Misconduct**

1. Students must be able to provide evidence of holding a suitable diploma qualification as a hypnotherapist to be eligible for this award.
2. Students who enrol for the award must submit their portfolio within 12 months of enrolment.
3. Reminders for unfinished work will be sent to your designated postal address by the Awarding Centre's administrator.
4. *Plagiarism* in any form is *cheating* and will be treated as misconduct on the part of students.
5. If your awarding centre (the College) suspects you have been involved in malpractice or misconduct (e.g. cheating) your award will not be issued during the course of the investigation. If the case is proven you may have a part of your assessment disallowed or, in serious cases, your final results may be void. For more information your Tutor will be able to provide you with a full copy of NCFE's Malpractice and Misconduct Policy, or you can download it from: [www.ncfe.org.uk](http://www.ncfe.org.uk).

### **Quality Assurance Policy**

1. Student work is marked by a qualified Assessor in accord with NCFE requirements.
2. The portfolios marked by the Assessor are subsequently checked by the Awarding Centre's Internal Verifier, who samples randomly from them to assure quality of assessment and work submitted.
3. The portfolios are also checked periodically by NCFE's appointed External Verifier.
4. At least one student representative is appointed from the Awarding Centre's current cohort of students in training to represent student feedback to the Register.
5. Written qualitative and quantitative course feedback is collected from all students, where possible, and reviewed by the Awarding Centre administrator.

### **Data Protection Policy**

The Awarding Centre is registered under the Data Protection Act (Registration Number Z9662484), as are NCFE, and both are committed to maintaining the highest possible standards when handling personal information.

### **Health & Safety Policy**

#### **A. General Statement of Health & Safety Policy**

1. The Awarding Centre aims to provide and maintain, insofar as is reasonable and practicable, a safe and healthy working environment and to enlist the support of its staff and students toward achieving these ends.
2. The Awarding Centre accepts that employers, employees, and other parties covered by health and safety legislation, have a collective duty to take action preventative of work-related injury, including work-related stress, insofar as this is reasonable and practicable.

#### **B. Organization of Health & Safety Duties**

1. Health and safety within the organization, and risk assessment, is primarily the responsibility of the health and safety officer whose details can be found in the student handbook.
2. All staff and students have a collective duty to identify and prevent risks insofar as it is reasonable and practicable for them to do so. The health and safety officer should be informed immediately of any information relating to potential or actual risks in respect of the Awarding Centre's premises or activities.

**C. Arrangements for Implementation**

1. The health and safety officer is responsible for risk assessment of the premises and activities of the Awarding Centre in accord with standard UK health and safety legislation.
2. Where appropriate, records will be maintained by the health and safety officer in accord with the relevant legislation.
3. Risk assessments will be reviewed on an annual basis, or where changes to the environment render it appropriate to re-assess new or existing risk factors.

**Company Insurance**

The Awarding Centre carries company insurance and full cover for the activities which it undertakes.

## Guidance on Submitting your Portfolio

You will be required to complete a major piece of original work in order to achieve the Advanced Diploma. This takes the form of a “treatment pack” which you will be responsible for researching and developing yourself. You will be able to use the final product with your own therapy clients. This may take one of two forms,

1. A self-help manual for clients to use themselves or with the support of a therapist.
2. A treatment manual, which provides detailed guidance to the therapist on how to treat a specific condition.

Manuals of this kind are increasingly used in modern psychotherapy and complementary therapy research studies, to help ensure that the approach used can easily be replicated in other studies.

You will be responsible for choosing a topic for your treatment pack. This *must* be agreed in advance with your tutor, before commencing work. Make sure you understand what evidence must be contained in your treatment manual. See the learning outcomes in this candidate handbook for further information.

Below is an example of the table of contents from an insomnia manual, designed to meet the learning outcomes for the Advanced Diploma. Your treatment pack does not have to look exactly like this, but it *must* provide sufficient evidence to meet the learning outcomes specified.

### **Example Table of Contents (Self-Help Manual for Insomnia)**

Introduction & Overview

Treatment Rationale: How this workbook can help you sleep better.

Lesson 1: The Nature and Causes of Insomnia.

Lesson 2: Hypnotic Relaxation Techniques for Insomnia.

Lesson 3: Behavioural Techniques for Insomnia (Sleep Hygiene Therapy)

Lesson 4: Healthy Thinking - Cognitive Hypnotherapy for Insomnia

Sleep Diary Forms (Self-Monitoring Records)

Appendix: Script for insomnia CD/MP3

Appendix: Essay on the Nature/Psychopathology of Primary Insomnia.

Appendix: Essay on Evidence-Based Hypnotherapy and CBT for Primary Insomnia.

## Unit 01 (C34/001): Research Hypnotherapy Treatment Materials

### Links to the National Occupational Standards (NOS)

The National Occupational Standards require hypnotherapists to be competent in designing treatment plans based upon “evidence from documented research and the success of the interventions concerned.” (NOS, Element CH-H1.4). However, you will probably find that evidence for this unit can contribute towards many of the other National Occupational Standards, depending on the work that you produce.

The Knowledge & Understanding from Hypnotherapy NOS requires that you should know and understand...

E3. The information available on effective complementary healthcare and how to evaluate and use this information within your own practice.

J6. How to determine the most appropriate method(s) for different clients and their particular needs.

### Learning Outcomes:

#### The learner will:

Research hypnotherapy treatment materials.

#### The learner can:

1.1. Demonstrate an understanding of basic **research methods** in hypnotherapy.

1.2. Analyse existing **research** and **clinical literature**.

1.3. Produce a **review** of relevant research on the nature of a **chosen issue**.

1.4. Produce a review of relevant research on treatment for a chosen issue.

#### Range (explanation)

**Research methods.** Including qualitative and quantitative research on hypnotherapy and related subjects, e.g., case studies, controlled trials, etc.

**Research.** This should mainly consist of credible peer-reviewed research published in established research journals, or by authorities on the subject in textbooks.

**Clinical literature.** Including textbooks on the theory and practice of hypnotherapy and related subjects.

**Review.** A fully-referenced review, of a suitable length, analysing and evaluating the relevant research and clinical literature.

**Chosen issue.** For example, generalised anxiety, panic attacks, phobia, assertiveness, social anxiety, pain, insomnia, or personal development.

#### Internal Assessment Guidance – Unit 01:

### Learning Outcome:

Number	Type of evidence	Additional information (if applicable)
1.1-1.2, 1.3	A fully-referenced essay of approximately 1,000-1,500 words reviewing the relevant clinical and research literature on the psychopathology or nature of the chosen issue.	For personal development and similar issues this may be replaced by a review of existing books or training in the same area.
1.1-1.2, 1.4	A fully-referenced essay of approximately 1,000-1,500 words reviewing the relevant clinical and research literature on treatment.	This should focus on empirical research supporting the efficacy of treatment, i.e., the evidence-base for hypnotherapy and other methods for treating the chosen issue.

## Unit 02 (C34/002): Design Hypnotherapy Treatment Materials

### Links to the National Occupational Standards (NOS)

This unit mainly relates to Units CH-H2 (Treat the Client) and CH-H3 (Educate the client to adopt self-care procedures) in the National Occupational Standards. However, you will probably find that evidence for this unit can contribute towards many of the other National Occupational Standards, depending on the work that you produce.

The Knowledge & Understanding from Hypnotherapy NOS require that you should know and understand...

J5. The range, purpose and limitations of different methods which may be used for different clients with different needs.

J9. How to judge whether self-care is appropriate for the client.

J10. The importance of giving clear and accurate instructions on self-care.

K3b. How key theories and approaches to treatment can be utilised in therapy.

K4a. The range of intervention methods which may be used [in hypnotherapy]; the correct use of the different methods.

M10. The potential risks associated with client self-care and the extent of your responsibilities.

M11. The importance of giving accurate and clear advice on self-care and the consequences of not doing so.

### Learning Outcomes:

#### The learner will:

Develop hypnotherapy treatment materials.

#### The learner can:

- 2.1. Produce scripted **recordings** for the **chosen issue**.
- 2.2. Produce basic **information** on the chosen issue for clients with a specific issue.
- 2.3. Provide a credible **rationale** for a proposed treatment.
- 2.4. Design a **multi-component** hypnotherapy treatment or self-help pack for use with a specific client issue.
- 2.5. Design appropriate treatment **measures** and self-monitoring **records** for client use.

#### Range (explanation)

**Recording.** CDs, MP3s, or typed scripts for self-hypnosis, relaxation, guided imagery, or similar techniques.

**Chosen issue.** For example, generalised anxiety, panic attacks, phobia, assertiveness, social anxiety, pain, insomnia, or personal development.

**Information.** Factsheets, information on the nature of the issue, self-help lessons, etc.

**Rationale.** A simple explanation given to clients which explains the working model, or why and how the treatment is expected to work.

**Multi-component.** Treatment should consist of a wide range of techniques and strategies chosen and tailored for the chosen issue.

**Measures & records.** Automatic thought forms, SUD scales, sleep diary, task assignment records, etc.

#### Internal Assessment Guidance – Unit 02:

#### Learning Outcome: (list one after the other)

Number	Type of evidence	Additional information (if applicable)
2.2-2.5	5,000 - 10,000 word self-help or treatment manual for a specific chosen issue, e.g., insomnia, assertion, phobia, panic attacks, pain management, etc.	This includes the essays on psychopathology and relevant clinical and research literature.
2.1	15-20 minute scripts and/or recordings for a CD/MP3 for the same issue.	NB: Students do not need to submit an actual recording, just the written script.

**Student Portfolio  
Cover Page**

# The UK College of Hypnosis & Hypnotherapy

Portfolio Cover Page

## Advanced Diploma in Evidence-Based Hypnotherapy

NCFE Level 5 Customised Award No. C34

*(Students should complete the boxes below to show their name, candidate number, and course start date.  
Sign below and enter the date of your portfolio submission.)*

Candidate/Student Details	
<b>Candidate/Student Name:</b>	<b>Candidate Number:</b>
<b>Centre Name:</b> The UK College of Hypnosis & Hypnotherapy Ltd.	<b>Centre Number:</b> 003944
<b>Tutor Name:</b> Donald Robertson	<b>Course Start Date (advanced diploma)</b>

Print Name & Sign	Date of Signature
<b>Candidate:</b>	(Date portfolio submitted)
<b>Assessor:</b>	
<b>Internal Verifier:</b>	
<b>External Verifier:</b>	