

E.A.W.O.P.

SPECIALIST CERTIFICATE IN WORK AND ORGANIZATIONAL PSYCHOLOGY

**TOWARDS THE SPECIALIST CERTIFICATE:
REVISED PROPOSAL AND OPERATIONAL GUIDELINES**

SUMMARY REPORT OF THE REQUIREMENTS

VERSION 1.0

This is the short version of the 2013 report produced by the
Provisional Specialist European Awarding Committee (P-SEAC)

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Preface

This document is an excerpt of the document “TOWARDS THE SPECIALIST CERTIFICATE: REVISED PROPOSAL AND OPERATIONAL GUIDELINES” presented in May 2013 and that updates the original 2009 EAWOP proposal for the Specialist Certificate in W&O Psychology. This summary version is prepared for the EFPA Executive Committee in order to consider the main requirements and some other information that, in case of positive acceptance of the proposal, will have to be reported in an Appendix to the EuroPsy Regulations.

The document reports the main requirements of the Specialist Certificate in W&O Psychology and skips all the details on the EuroPsy project, the justification of the Specialist Certificate in W&O Psychology and the rationale of the proposed requirements, as well as the regulatory bodies and the procedures to apply for the Certificate, that are well known and in some cases already included in the EuroPsy Regulations. Thus, as a final note, this document cannot be considered in itself, but has to be considered in conjunction with the full, detailed, document mentioned above.

2. Aim, rationale and structure of the proposal

Psychologists can be considered qualified for the Specialist Certificate in the W&O context if they are informed about the developments¹ in theories and methods of the discipline, and are able to apply them competently in practice. This idea, which accords with the scientist-practitioner model and the notion of evidence-based practice, is operationalized in two complementary ways:

- (1) a set of requirements concerning post-graduate educational activities that W&O psychologists should have done *after the graduation and during the practice*²;
- (2) a set of requirements concerning *competences that should be acquired through professional practice* conducted under supervision or coaching and of which evidence should be provided when applying for a certificate.

Thus, ... the specific requirements that are proposed in order to obtain the Specialist Certificate in W&O Psychology, after having fulfilled the criteria for the EuroPsy Basic, are:

1. Postgraduate learning activities from 60 to 90 ECTS,
2. 3 or more years of experience, conducted after having fulfilled the criteria for the Basic EuroPsy,
3. Supervised - coached practice of at least 400 hrs per annum, thus at least 1200 hours in three years,
4. Supervision - coaching of at least 150 hrs in three years (thus on average 50 hrs a year),
5. Submission of a logbook to show evidence of the specialist competencies.

These requirements make evident that the specialist certificate is the result of activities (study and learning, work experiences, development of competencies) conducted after the graduation. Such requirements refer – like in Basic EuroPsy – to an Input and Output model, which is described in the following paragraphs.

¹ Classical theories in the field are in great part included in the academic curriculum and taken into account for the Basic level.

² In some cases it is also possible to consider part of the academic education obtained before the graduation – see point 3.1.

3. Input Requirements: Post-Graduate Learning Activities and Education

The Specialist certificate in WOP specifies requirements for independent practice in a particular setting at a point which clearly lies beyond entry into the profession, for example to designate consultant or specialist status. Consequently the volume of learning activities and education that is required after the academic degree amounts to 90 ECTS (European Credit Transfer and Accumulation System), of which 60 ECTS should be devoted to learning activities and 30 ECTS to applied research or assessment/intervention. ... In summary,

- 60 ECTS of LEARNING ACTIVITIES may refer to

- a post-graduate program (e.g. one year master on selection & assessment or HRM; an MBA, which may have up to 20 ECTS if the program has courses on organizational psychology; a Ph.D., or other similar program);
- participation in accredited education program, seminars, workshops, conferences etc., or other relevant professional development activity, offered by Universities, national associations of (W&O) psychologists or by private recognized organizations relevant for WO Psychology training and professional development.

- 30 ECTS of APPLIED RESEARCH, ASSESSMENT or DIAGNOSING may refer to

- the design and implementation of some applied research, e.g. a climate study, or an organizational diagnosis in a company. The ECTS may be computed by asking the number of hours necessary to complete the tasks and then converting it into ECTS. The applicant is required to show evidence of an output, like, for instance, the proposal for the company, or the report, or any document that show evidence that THE diagnosis was done, and not simply state that A diagnosis was done.

Table 1 summarizes this requirement.

Table 1. Scheme of Post-Graduate Learning Activities required to apply for the Specialist Certificate in W&O Psychology

LEARNING ACTIVITIES	
<ul style="list-style-type: none"> • participation at accredited seminars, workshops, conferences and similar • academic post-graduate course in W&O Psych. • academic post-graduate course with W&O Psychology contents 	
TOTAL REQUIRED	60 ECTS
APPLIED RESEARCH, ASSESSMENT OR INTERVENTIONS	30 ECTS
Total required post graduate learning activities	90 ECTS

3.1. A special case of academic studies: The recognition of previous studies (“double counting”)

Given that the Basic EuroPsy does not pose any minimum requirements to the study of W&O psychology, it is possible that some applicants attended a two years master in W&O Psychology, devoting high percentage of credits to courses in this field, while other colleagues attended a master that had a generalist approach or was focused in other fields of psychology (e.g. clinical, educational, or social psychology), having much less credits in W&O Psychology. Thus, in order to recognize applicants’ additional training and education (beyond the requirements of the EuroPsy), 50% of the credits obtained in a Masters program in W&O psychology during the final 2 years of the 5 year curriculum, with a maximum of 30 credits, will be counted as part of the specialist study (*EAWOP-EFPA agreement*).

This means that applicants to the Specialist Certificate in W&O Psychology with:

- a ‘generalist’ career or a Master Degree in another field of Psychology have to show evidence of 90 ECTS;
- a Master Degree or a curriculum in W&O Psychology may be recognized up to 30 ECTS, and thus have to show evidence of post-graduate learning activities of 60 or more ECTS.

In the case of, respectively, 90 or 60 ECTS, this is equivalent to 2250 or 1500 hours of post-graduate study.

The ECTS can be recognized in different ways, depending from the recognized study contents. For instance, for one individual the recognition may concern 15 ECTS of learning activities and 15 ECTS of applied research; for another individual the recognition may be of 15 ECTS for learning activities and 10 for applied research; finally, for another one there may be a recognition of 20 or 30 ECTS in learning activities and 0 in applied research, or vice versa.

4. Output Requirements: Competences and their Assessment

In order to practice in the field of W&O psychology – at the basic level or specialist level – the psychologist must have acquired certain competences beyond what was learned during the academic study. The competences that psychologists in the field of W&O psychology should develop and possess can be described by the same general categories used by EuroPsy. There are twenty competences, divided into six functional groups, i.e.:

- Goal specification: Needs analysis; Goal setting
- Assessment: Individual; Group; Organizational; Situational
- Development: Product or service definition and requirements analysis; Design; Testing; Evaluation.
- Intervention: Planning; Direct person-oriented; Direct situation-oriented; Indirect; Product or service implementation.
- Evaluation: Planning; Measurement; Analysis.
- Communication: Giving feedback; Report writing.

Next to the primary or professional competences, mentioned above, which reflect the content of the W&O psychology profession, psychologists should also develop and possess some secondary or enabling competences. These are competences that all professionals should have. The enabling competences may be grouped in two larger sets of enabling competencies:

- 1) Professional management (which includes Professional strategy and relations, Promoting the profession and its services, Client management, Practice management and Quality assurance) and
- 2) Self-management (which includes Research and development, Continuous professional development and Self-reflection).

These competencies will have to be practiced and its possession will have to be demonstrated by satisfying the following requirement:

- Number of years of supervised practice (*EAWOP speaks of 'coached professional practice'; alternatively "mentored practice" may be appropriate terminology*): 3 years, of at least 400 hours per year.

- Number of hours of supervision (*EAWOP speaks of coaching; mentoring may also prove appropriate*): at least 50 hours per year, thus a total amount of 150 hours in the three years³.

The difference between the “supervised professional practice” and the “supervision” is clarified in the Europsy guidelines (*definitions used in Appendix V of the Regulations, July 2011 are reported, but here skipped*).

The requirements for the Specialist Certificate in W&O Psychology involve the assessment of the competences in the following way:

1) Professional competences are demonstrated in each of the six major Key Functional Areas (KFA), so that:

1.a) at least 2 competences within each KFA are scored at least 3,

1.b) in each KFA, at least one competence should score 4, except for the KFA “Design”

2) Enabling competences are demonstrated in the two groups of competences (Professional management and Self management), so that:

2.1.) the score is at least 3 in each of the “Self-management” group, and score at least 3 in four out of the six competences of the “Professional” group,

2.2.) in the Self- and in the Professional management groups there is at least one competence at level 4.

³ The 50 hours of coaching/mentoring are required to coach/mentor the 400 hours of practice per year.

6 – Grand-parenting

The issuing of the Specialist Certificate requires a *transitional period*, with the characteristics mentioned underneath. The Specialist Certificate proposal was designed having in mind the “regular” young applicant who after having fulfilled the requirements for the Basic EuroPsy Certificate, continues his/her career by attending post-graduate learning activities, conducting a coached practice, taking benefit of meetings with a coach and/or peers, and taking records of learning and competencies. However, at present, the majority of the professionally active W&O psychologists were trained, and actually practice, in a “pre-EuroPsy era”. Thus, the transitional period is thought as a limited period (of two years) in which all competent and well-experienced W&O psychologists have the possibility to apply for the Specialist Certificate and to be recognized as specialist on the basis of their experience and competences. Such psychologists with extensive work experience may apply for the Specialist Certificate in W&O Psychology under a grand-parenting scheme.

Applicants who apply for the Specialist Certificate in W&O Psychology under a grand-parenting scheme have to meet the following conditions:

- to be enrolled in a national list that allows them to work as psychologist,
- to hold a Basic EuroPsy Certificate (with W&O context) or possess the requisites that allow them to apply jointly to the Basic and the Specialist Certificate; they are first assessed for the Basic Certificate and once acknowledged, for the Specialist Certificate,
- to document their work experience and Continuous Professional Development activities by providing evidence of competences gained during a period of at least five full time years within the last 10 years of independent practice⁴ as a W&O psychologist; the evidence is to be assessed by means of a structured CV and, if required by the SNAC, by a Competence Assessment Interview.

The work experience can be documented through the Application Form. The Application Form is accompanied by documents that give supportive evidence.

⁴ In countries that have some structured form of post-degree learning activities, the required period of at least five years of independent practice may be slightly extended.

7. Other organizational-administrative aspects during the pilot and the regular implementation

During the pilot phase, S-EAC and S-NACs were established and worked following the general rules of the Basic EuroPsy and additional rules developed for the Specialist EuroPsy, but in order to make clear that they were working in the “pilot period”, they were named “Provisional S-EAC” (P-SEAC) and “Provisional SNAC” (P-SNAC). Although members of SEAC are not member and do not take part to works of the SNAC, during the pilot they supported the activities of their national P-SNACs by helping them with advise and active collaboration.

Psychologists who took part in the pilot and who satisfied the requirements to get the Specialist Certificate in W&O Psychology, will receive a provisional “*testimonium of specialist expertise*” when the pilot and the Specialist certificate proposal will be approved by EAWOP and EFPA. Once the regular bodies will be in place, the provisional *testimonium* will be exchanged for a Specialist EuroPsy Certificate in W&O Psychology.

After the conclusion of the pilot phase, it will be necessary to formally establish the SEAC. Countries will have to submit an application in order to be approved and to establish a SNAC. After these procedures, new applicants who will apply following the grand-parenting or the regular path, will have to meet the requirements for the S-EuroPsy resulting from the pilot and spelled out in an appendix to the EuroPsy Regulations.

In order to cover the diverse costs carried by the associations involved in this project and to maintain the Register, a fee is required. This “Registration Fee” for the EuroPsy Specialist Certificate in W&O Psychology is currently € 25 required by EFPA, and € 25 required by EAWOP. An additional fee will presumably be required and established by the National Association of the country in order to cover administrative and procedural costs associated with the assessment of applications, and so on. This fee has to be paid once and it is valid for seven years, the duration of the registration. After seven years the registration has to be re-validated and a new assessment will have to be conducted.

During the pilot, the P-SNACs of the five countries, and also EAWOP decided not to charge any fee to applicants. However, after the pilot, in order to be included in the Register, applicants who received a testimonium, will have to pay the fee required by EFPA (€ 25) in order to cover the Registration costs.