



The Society of Homeopaths
representing professional homeopaths

APPPLICATION *for*
RECOGNISED
COURSE
STATUS

- a guide to the process

Contents

Page

Introduction	3
Vision and Aims	4
Benefits and Costs	6
Process of Application for Recognised Course Status	8
Questions and Answers	12

Introduction

Welcome to the Society of Homeopaths' course recognition process.

Whether your course is new, or is already operating, you will want to offer your students assurance of quality and the knowledge that you have achieved the recognition of the longest-standing professional organisation for homeopaths.

Our aim is to make this process as straightforward and rewarding as possible. As busy practitioners and teachers, you need to be sure that your commitment is beneficial and supportive to the development of your course.

This guide aims to anticipate the questions you will have and to offer clear answers, steering you through the essential stages of the application with links to appropriate helpful references.

When you enter the process, we hope to provide you with the support and information you need at each step of the way.

Once your course is recognised, you will have a recognition manual which should answer further questions and will deal with any changes of circumstance which may arise.

What is the purpose of the Society's Course Recognition Process?

We shall start with the Education Department's vision and aims:

Education Department Vision

We are committed to establishing a standard, together with course providers, for the education of homeopaths. Such education provides the broad range of professional skills, knowledge and understanding needed in order to be competent practitioners. Our work is undertaken in the context of the Society's commitment to the development (together with other registering bodies if possible) of an independent accreditation board. This would uphold an agreed standard. We wish to support and develop styles of homeopathic education that are congruent with the practice of homeopathy.

Aims

Our intention is:

- * to enable and support course providers to qualify competent* practitioners of homeopathy, who are committed to lifelong learning
- * to use clear, stringent and straightforward policy and procedures to support our aims
- * that study on recognised courses should be based on core professional values as set out in the Core Criteria for Homeopathic Practice and the Society's Code of Ethics
- * that resulting educational values will mirror homeopathic values by responding to students as individuals
- * that educational values and practices support the learner to learn in an individual way, and also prepare practitioners to work in collaboration with others
- * to refer to earlier development of these themes from existing and new homeopathic educators, and to support their development to full potential.
- * that discussion of a diversity of appropriate rationales is included, allowing for differences in philosophy and practice that have developed
- * to reflect on developments in order to maintain the quality of our service, and to work for the continual development of quality standards in response to changes in society, in healthcare and in patients' expectations
- * to seek other perspectives on professional education in healthcare, in order to avoid isolation, and to develop homeopathy to its fullest potential within a broader context

* A competent practitioner is one who is capable of satisfying the National Occupational Standards and the Core Criteria for Homeopathic Practice and meeting the Society's Code of Ethics

Underpinning this vision are our purposes and values:

Purposes of the Society of Homeopaths' recognition process

The recognition process (ARCS – Application for Recognised Course Status) of the Society of Homeopaths exists for the following purposes:

1. to offer students a level of assurance concerning a course to which they commit time, effort and money with the intention of qualifying as homeopaths;
2. to foster high standards of professional homeopathy education which encourage continuing competency and a commitment to lifelong learning;
3. to promote ongoing development of courses in a self-reflective and committed manner;
4. to respect diversity, innovation and creativity within the boundaries of generally accepted standards (e.g. National Occupational Standards and Core Criteria for Homeopathic Practice);
5. to assure all those with an interest (prospective and current students, other healthcare professionals, the general public etc) that an institution has
 - established processes which enable the safety and competence of qualifying students;
 - the resources for reasonable assurance of the attainment of such aims;
 - evidence that it is attaining them thus guaranteeing accountability to the homeopathy profession and to others

Values within homeopathy education

The Society of Homeopaths believes that a professional homeopathy education provision will aspire to the following principles, aiming to be:

- (a) **a partnership** between the course provider and the student
- (b) **student-focused** – placing student needs as the focus of policy and curriculum planning, and acknowledging the individuality of students, and enabling them to develop to become confident registered homeopaths;
- (c) **patient-centred** – developing homeopaths who aim to improve their own care of patients through reflection, and can demonstrate safe, competent, ethical and effective practice;
- (d) **practice-led** – based in the art and science of the professional activity of homeopathy, theory and practice continually informing each other, and with teachers normally engaging in on-going practice;
- (e) **appropriate** – preparing practitioners who have the knowledge, skills and attitudes outlined in the National Occupational Standards, a commitment to continuing professional development and the capacity to practise confidently and competently in independent, collaborative and multi-disciplinary contexts;
- (f) **effective** – making efficient use of resources, recognising the need for adequate student numbers to enable peer support and challenge, based on the professional values stated in the Core Criteria;
- (g) **accountable** – open to scrutiny and explicable in professional terms as an educational establishment, and supporting students' own accountability in reviewing their own practice and bounds of competence;
- (h) **equitable** – offering equality of opportunity throughout policy and practice;
- (i) **reflective and responsive** – adaptable to changing expectations, healthcare needs, research and opportunities, and congruent with evidence-based practice, in the tradition of homeopathy;
- (j) **clear and boundaried** – offering learning opportunities with ethical, clear and boundaried rôles for students, teachers and patients, including commitment to the Society's Code of Ethics and Practice.

What could we gain from this process?

The **status** of a course linked to national standards and endorsed by experienced and independent reviewers.

The **knowledge** that your course has undertaken a rigorous process of external scrutiny and achieved the recognition of the largest and longest-standing professional body representing homeopaths.

The **satisfaction** that your students are benefitting from the highest standards of education in homeopathy.

The **recognition** of your clinical excellence.

In addition to the provision of a regulatory structure and its monitoring, we have, over the years, built up an impressive range of services for course providers. These include:

- Easy access to our main office in Northampton from 8.30am-4.30pm each weekday
- The Society of Homeopaths' website with designated education area containing the Recognised Courses List, documentation, frequently asked questions, etc.
- Promotion of your course through links from our prestigious website to yours
- Dissemination of information on education-related matters e.g. NOS revision, research, etc.
- Liaison by phone, e-mail and face-to face meetings, to discuss your specific requirements
- Institutional and individual supervision
- Focused dialogue with course staff on request
- Support in development planning and programme design
- Session observation and participation
- Regular review and feedback – 'a critical friend'
- Provision of educational workshops, seminars and meetings
- Guidance with concerns/grievances
- Professional body representation on university validation panels
- Free promotion of any associated post-qualification courses
- Professional representation on relevant external bodies when appropriate
- Instant contact through FirstClass Mail available for Society members, giving up-to-the minute access to a wealth of relevant information

- Regular, education-specific newsletter – ‘Leading Edge’
- Sustained focus on co-operative production of guidelines for professional education

and for your students:

- List of clinical observation/experience opportunities on website
- Reduced rate membership of the Society
- Student Clinical Membership
- Eligibility for entry to the largest on-line register of professional homeopaths in Europe

How much will it cost?

The initial application process costs £1,500. This mostly covers the cost of staff and administration for the complete process, including independent consultants on both the review panel and the Education Steering Committee. The Education department and all its processes are part-funded from membership income.

You can opt to pay in 2 instalments. We are willing to negotiate other instalment options provided the full amount is paid within a year of the initial application.

You will also need to allow time for the development and collation of your course literature documentation. Please bear in mind that this is a process of collaboration involving all your key staff members.

Ongoing costs are £1095-00 per year + £5-75 per student.

What would we need to do?

First, you will need to contact the Education Department and discuss whether this is a suitable process for your course to follow.

All course providers offering education in professional homeopathy are eligible to apply for Society of Homeopaths' course recognition provided that the length of the course concerned is commensurate with provision equivalent to Higher Education level 6. This has traditionally been three years full-time, or four years part-time, though other modes of delivery will be considered. In order to meet our Clinical Education Guidelines, your course will need to include contact time. The course should be at first degree or equivalent level, to enable a safe, effective, competent and confident qualifying student to become a practitioner.

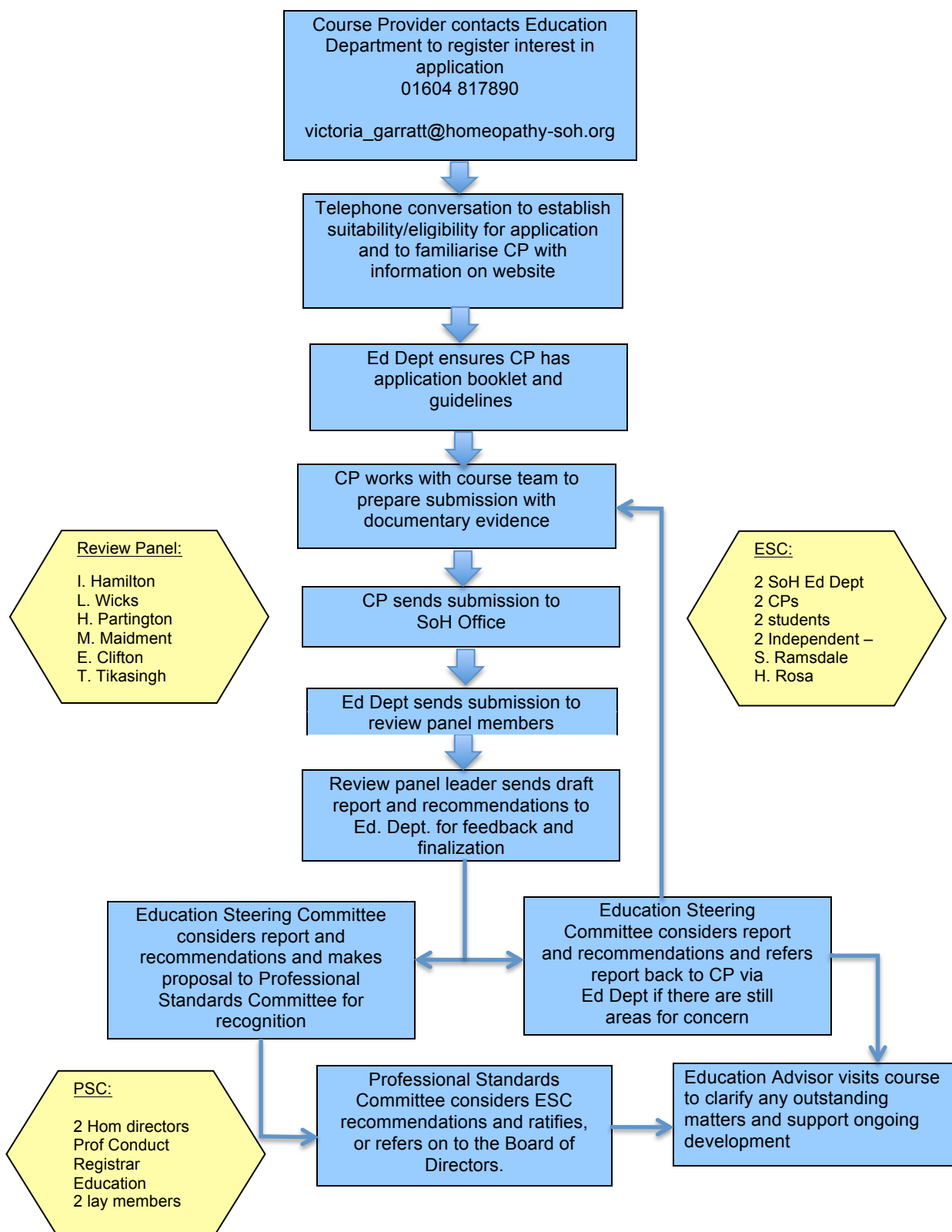
Once you and your course team have decided to apply, an initial letter and course prospectus will be evidence of eligibility to proceed to a full application.

Please also provide all relevant contact details (names, addresses, phone numbers and e-mails). The Education Department will grant your course Applicant status and contact you to discuss your needs and offer appropriate support for you in the preparation of your application (please note that extensive support for the initial ARCS application would need to be charged at a daily rate). Some courses have also found it helpful to work with an established course as mentor; contact details for recognised courses may be found in the current Courses List on the Society's website.

You will then need to present your full submission to meet the recognition criteria.

The process is summarised in the diagram on the next page. Further details are in the following table.

Society of Homeopaths Education Department Process of Application for Recognised Course Status



ARCS is a *staged* process, leading to ongoing review processes:

	COURSE PROVIDER ACTION & costs	EDUCATION DEPT ACTION & outcomes
1	<p>Initial contact with the Education Department to indicate interest in Application.</p> <p><i>Fees for optional advice and support £250-00 per day</i></p>	<p>We send you an ARCS pack, and invite you to make a formal application for course recognition.</p> <p>If it appears that the institution or course would be unable to fulfil our recognition criteria, we will write explaining the difficulties and suggesting ways in which the course might be able to meet the basic requirements for applicant status.</p>
2	<p>Send to the Education Department your course prospectus with a letter briefly explaining the background of the course and your expectations for its first year of operation* (or forthcoming year if the course is already established).</p> <p><i>*You may apply during the academic year before students join the course, if preparations are complete, and institutional structures, staff, accommodation etc are known.</i></p>	<p>We let you know if your application is accepted and invite you to contact us for help and support in production of your submission, if you want this.</p> <p><i>We add your course details to our courses list under the heading 'Applicant'</i></p>
3	<p>Submit ARCS documentation – examination of the institutional context and ancillary provision together with the entire curriculum, educational and clinical, to course completion. The submission will be based on the agreed Criteria for Recognition.</p> <p><i>(There can be differentiation within the criteria related to the institutional context for institutions with prior recognition by SoH or accepted as providers of degree courses by the Higher Education Funding Council.)</i></p> <p><i>Fee with ARCS application: £1500 – can be in 2 stages</i></p>	<ul style="list-style-type: none"> • The ARCS Review Panel prepares a report on your submission • Ed Dept recommendation goes to Education Steering Committee (ESC) (held every six months) and thence to Professional Standards Committee (PSC) or Board of Directors (BoD) • The Review Panel's report is sent to the course provider, indicating commended areas and aspects where further development is required or advised. • Meeting arranged between core team and your liaison advisor to present and discuss the report. We see this as an opportunity to commend good practice, to view the course facilities, to meet with students and staff, and for joint consideration of those areas marked for further development and agreement of a timetable for such development and resubmission (normally three to nine months). • Continued support of the liaison advisor in the preparation of the resubmission. <p><i>Awarded status of Affiliate. Commence participation in Agreement activities</i></p>

4	<p>Course provider submits any revised or supplementary information requested by the date given. (Failure to proceed within the agreed timescale could result in the requirement of a new submission.) <i>Student clinic or equivalent facilities must have been functional for at least six months.</i></p> <p>Education Services fees payable annually thereafter. £1095 plus £5.75 per student <i>Advisory support is included in this fee</i></p>	<ul style="list-style-type: none"> • We will prepare a follow-up report for the next ESC • Ed Dept recommendation goes to ESC and thence to Professional Standards Committee (PSC) or Board of Directors • We will inform course provider of the outcome and agree targets for the coming year where appropriate. <p>Awarded status of Conditional Recognition.</p> <p>Continued participation in Agreement activities</p>
5	<p>Prepare necessary course documentation if you wish your students to be eligible for Student Clinical Membership before full recognition is granted.</p> <p><i>Education Services fees continue to be paid annually</i></p>	<ul style="list-style-type: none"> • Education Department arranges with Membership Department eligibility for students to obtain Student Clinical Membership (with insurance) on application.
6	<p>Participate in all <u>Agreement Activities</u> (including liaison, attending meetings, preparing and submitting Annual Review or equivalent, evaluation of Clinical Education Guidelines, etc). Full recognition can only be awarded when at least one year group has completed the Clinical Education Programme satisfactorily. For new courses this is likely to take a further one or two years.</p> <p><i>Education Services fees continue to be paid annually</i></p>	<ul style="list-style-type: none"> • Witnessed self-evaluation of your course's application of the <u>Society's Clinical Education Guidelines</u> • Ongoing monitoring, with support as requested or identified as necessary. • Provide feedback on <u>Annual Review</u> and/or other activities as appropriate • Assessment of overall viability and effectiveness of the course, taking into account recruitment, any complaints received, core team functioning etc. Any concerns discussed with course. • Recommendation to ESC after one year or when first cohort (since application) has completed the course. • Ratification of decision by PSC. <p>Awarded status of Full Recognition, usually 5 years. Qualifying students are eligible to apply for SoH Registration. <i>In cases where the Course Provider has demonstrated robust review procedures and compliance with the CEG, qualifying students may be eligible to apply for SoH Registration before the end of this period.</i></p>
7	<p>Prepare and submit 5-year Review no more than five years after date of award of Fully Recognised status</p> <p>Fee of £1150 <i>Education Services fees continue to be paid annually</i></p>	<p>The application will be considered according to the process outlined above.</p> <p>Confirmation of Full Recognition for a further 5 years</p>

Sections 1-6 above refer to those applying for the first time. A variety of special circumstances are covered in our Recognition Manual.

How will our status be publicised?

All ARCS status awards will be notified to the applicant, publicised in Leading Edge (the Education Department's newsletter), publicised in the Society Newsletter and shown in the current Courses List on the Society's website.

What happens to our documentation?

Your submission will be filed securely in the Society's office in Northampton. You are, of course, advised to keep copies of all your documentation for future reference.

Can we use quotations from reports on our promotional literature?

All reports are confidential to the Education Department, Professional Standards Committee, Board of Directors, and course provider. They are also presented to the external representatives on the Education Steering Committee which is bound by a confidentiality agreement.

Course providers may choose to make the report *in its entirety* (not selected quotations) available to students or others. Extracts from these reports may not be quoted in advertising or out of context.

How do we maintain recognition?

Each year we ask you to provide us with:

Annual Fees

Annual Agreement

Annual Review and Report

In addition, we aim to keep regular contact and visit your course.

Please contact the Education Office with any query you might have.

We recommend you re-read our 'Recognition Manual' if you are considering introducing any changes to your course.

What happens if there is a complaint about our course?

See our 'Recognition Manual' to find out how we deal with such matters.

Equal opportunities

It is the policy of the Education Department that everyone is treated fairly, has an equal opportunity to fulfil their potential and is not subject to discrimination. We aim to provide equal treatment without discrimination for all applications.

Is there any other documentation we should be familiar with?

Over the last few years, the Education Department has worked co-operatively with Society of Homeopaths' members, course providers and outside agencies to produce:

List of Recognised Courses
Education Policy
Core Criteria for Homeopathic Practice
Complementary and Natural Healthcare National Occupational Standards (Homeopathy)
Application for Recognised Course Status (ARCS) documents
Clinical Education Guidelines
Aiming for Excellence

Additionally, the Society of Homeopaths' Code of Ethics and Practice is an underpinning document for all work in education.

The Society's Education Policy, the Core Criteria for Homeopathic Practice, the Clinical Education Guidelines, the Complementary and Natural Healthcare National Occupational Standards, and the Society's Code of Ethics and Practice must be considered by prospective applicants, as they provide background and context to requirements or expectations we have about the suitability of courses providing professional education in homeopathy.

We also recommend familiarisation with the ECCH (European Central Council of Homeopaths) Education Guidelines. Qualification Descriptors for Higher Education are available from QAA, SEEC and

a number of University websites.

Adherence to the Society's Education Policy and the Code of Ethics and Practice forms part of the Annual Agreement between participating course providers and the Society of Homeopaths. These are all available on our website: www.homeopathy-soh.org

We wish you well in your application and look forward to working with you to ensure your course is rewarding and successful.

The Society of Homeopaths Education Department

**11 Brookfield
Duncan Close
Moulton Park
Northampton
NN3 6WL**

**01604 817890
info@homeopathy-soh.org**