

# ASCHP

*Recognised  
Professional body  
for counsellors*

## RULES AND REGULATIONS FOR MEMBERS 2019



## ASCHP POLICIES

### Preamble

Welcome to the ASCHP. This document provides a description of the professional body with reference to background, establishment, general rules, mandate, scope of practice and designations. Please study this document to acquaint yourself with the rules and regulations.

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## Description of the ASCHP



The logo is comprised of a spiral within a green block; the block represents the boundaries of the scope of practice and the spiral represents your counselling service every spiralling out to create a circle of care. The purpose of the **Association for Supportive Counsellors and Holistic Practitioners (ASCHP)** is to serve as a professional body (PB) for counsellors who primarily work in the domain of wellness.

For the purpose of public recognition and professional standing and status the ASCHP sought registration as a professional body with the South African Qualifications Authority (SAQA) which is a statutory body with the mandate to implement the National Qualifications Authority (NQF Act 67 of 2008). The rationale for registering professional bodies is set out as follows

*The recognition of a PB will contribute to strengthening social responsiveness and accountability within the professions and promoting pride in association for all professionals. (Joe Samuels, CEO SAQA).*

The ASCHP is a legal entity registered in terms of the companies acts and was formally registered as a professional body with SAQA in 2015 after the intention to register such a professional body for counsellor was set out in the Government Gazette (Reg. no. 9840). The ASCHP is subject to regular audits by SAQA and has the obligation to comply with all the requirements of a professional body as set out by the NQF legislation and SAQA rules and regulations for professional bodies. As recognised professional body the ASCHP is obliged to comply with the rules and regulations of SAQA as statutory body mandated to implement NQF Act 67 of 2008.

The ASCHP grew out of the two other association that have been in existence for the past two decades, namely the Council for Counsellors in SA (CCSA) and the Natural Healers Association (NHA), two professional bodies with a total membership of 2500 members countrywide. Over time members of these associations will be afforded the option to migrate to the ASCHP via either the upgrading of their training qualification to accredited qualifications or make use of the recognition of prior learning (RPL) procedure to obtain membership.

It is the policy of the ASCHP is to include all skilled helpers in the domain of counselling in the professional body in order to provide for the following:

- Regulative measures with reference to a disciplinary function in order to help ensure better public protection.

- Capacity building and networking opportunities of our counsellors,
- Professional guidance with reference to scope for practice and counselling techniques and tools as well as practice management.
- Ethical code as morally binding to guide professional conduct.
- Continuous Professional Development (CPD) to stay abreast with latest research findings and legal requirements of the profession.
- Upgrading of qualifications in the spirit of lifelong learning in collaboration with registered and accredited training providers.
- Migration to higher professional levels as opportunity to excel in career possibilities.

In order to accomplish these requirements the ASCHP has instituted a wide spectrum of designation levels ranging from NQF level 4 to post graduate level (see table below). We provide for the upskilling of so-called lay counsellor unskilled helpers who may not be adequately trained to render acceptable professional counselling services; further it also discouraged that any one should work as a counsellor without proper registration and supervision to do so.

The ASCHP makes use of the following registered designations:

**Note.** Apart from academic qualifications (or equivalent) the ASCHP may expect prospective members to complete a board exam or submit a logbook as record of at least one hundred hours practical experience in the field of counselling. Applicants who do not possess accredited qualifications may apply for access to membership via the process of RPL. (Recognition of Prior Learning taking into account documented informal and non-formal learning and work experience. )

Recognition of Prior Learning or RPL is a process of evaluation by which an assessor determines your entrance level for studies. The RPL policy makes provision that a qualification may be obtained in whole, or in part, by recognizing informal, non-formal

Designation	NQF Reg. no.	NQF Level	Annual CPD's
Supportive Counsellor	645	4	6
Holistic Counsellor	646	5	9
Wellness Counsellor	895	7	15
Specialist Wellness Counsellor	896	>7	18

and formal learning and work experience. This means that any applicable skills that you may have acquired by way of attending short courses, practicing skills or self-study can be taken into consideration for awarding credits for a specific learning programme.

**The objective of the professionalization of the counselling profession include:**

- The promotion of public understanding of, and trust in, the counselling profession.
- To promote pride in association for all professions.
- Encourage social responsibility and accountability with the counselling profession relating to professional services communities and individuals.
- Promote the protection of the public from malpractice related to the fulfilment of the professional duties and responsibilities.
- Encourage international leading practice and raising of esteem for the counselling profession.
- Facilitate access to, and analysis of data related to professions.
- Support the development of a national career advice system.

**Counselling as career**

Counselling is a recognized occupation in South Africa and can be described as the act whereby a trained counsellor enters into a formal helping relationship with a client in need of counselling. Counsellors normally work in a variety of contexts and often in environments where mental health professionals such as psychologists and social workers are not necessarily accessible to the majority of the population. Counselling enables one or more people to go through the process of finding solutions to their concerns or difficulties. It may include life skills and life style coaching, general health care support, relationship building, problem solving and the finding of renewed meaning and purpose in life. Counselling may take various forms, including with individuals, couples, families or domestic units and groups. Ideally counsellors on undergraduate levels of the NQF work under supervision whereas graduates often have their own counselling practices.

Counsellors work in structured and supervised environments including, but not limited to private and government Institutions, schools, Non-Governmental Organisations including Faith Based, Community Based and Not-for-Profit Organisations, the South African Police Service, Counselling Call Centres, Hospitals, Clinics and Support Agencies, Sports Centres, Education and Training facilities, Health and Emergency services and facilities. Since wellness counsellor work on the level of primary health care as first line of support, they are obliged to refer clients to psychologist, social workers and medical physicians when and where it may be needed. Many counsellor also work in private practices.

### **Benefits of being a registered counsellor**

Whereas there are many counselling associations in SA, the ASCHP is the only SAQA recognised professional body for counsellors working in the informal sector of counselling. The term “informal” refers to the fact that the ASCHP is not a statutory body brought about by specific legislation, but a free association of counsellors with the objective of organizing and regulating the occupation. The fact, however, that the ASCHP is registered with SAQA as a PB, provides it with *para-statutory* powers in terms of the NQF legislation.

- Gain professional status in the eyes of members of public
- Provide the members of the public with the assurance in order that they may be professionally protected
- A professional body is a buffer between the public and the member when it comes to possible ethical and legal complaints for such a matter can mostly be handled internally to avoid possible legal action.
- Have access to professional indemnity insurance coverage
- Receive constant guidance and directives to enrich and enhance your practice
- Have access to further training and development as counsellor
- Have access to Continuous Professional development (CPD) to be upskilled in professional development in the field of counselling and wellness related health care
- Have access to a body that can represent you on various professional and occupational forums and keep you updated on developments.
- To have a body to negotiate a scope of practice and recognition of the occupation of counselling.
- Gain recognition with other health professionals because you have a designation that is registered on the NQF
- Have access to the professional world as recognized counsellor

- Be in a position to upgrade and migrate to higher levels of professionalism.

**CPD training (for more information please consult the CPD info document that is annually released)**

CPD stands for Continuing Professional Development. CPD obligations are present in most professions. It refers to the process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work, beyond any initial training. It's a record of what you experience, learn and then apply. The purpose of CPD training is to keep members up to date with development in terms of legislation, research, counselling tools and techniques and ethical issues.

Please note that members are welcome to pay CPD's per debit order form. Apply at the office please.

Training and development - what's the difference? This is a question we are often asked. The simplest answer is that training is formal and linear. It's to do with learning how to do something specific, relating to skill and competence. Development has a wider application, giving you the tools to do a range of things and relating to capability and competency. It takes you beyond knowledge to development related to more advanced, mature or complex understanding. Continuing Professional Development (CPD) is the means by which professionals maintain, improve and broaden their knowledge and skills and develop the personal qualities and competencies required in their working lives.

Against this background, all ASCHP members are required to complete a certain number of CPD points per annum in order to maintain membership status. The number of annual CPD's is determined by the registration category as set out below:

<b>Designation</b>	<b>CPD requirement</b>
Candidate member (no designation)	none
Supportive counsellors	6 points
Holistic Counsellors	9 points

Wellness Counsellors	15 points
Specialist Wellness Counsellors	18 points

### Calculation

One CPD point is equal to 1 hour of CPD training, either in class attendance or by completing a prescribed assignment based on the learning material.

Only CPD's offered or approved by a registered professional body will be accepted for CPD purposes.

**Recognition of external CPD's.** Candidates who complete CPD training at other accredited CPD providers than the ASCHP may apply for recognition of external CPD's on the application form that is provided for this purpose. An admin fee of recognition per CPD point is levied for recognition of the CPD's.

**Registration of CPD's.** Every member of the ASCHP is responsible to see to it that his/her CPD training is registered on the system at the ASCHP office. Annual audits are being done to ensure that members comply with this stipulation.

**Exemption.** Members who submit proof of their enrolment at an accredited training provider for academic studies with the objective of obtaining a relevant qualification in counselling, may apply for exemption from CPD training for the normal period of study. Bachelor is four years from day of enrolment, and for a M/PhD degree it is two years.

Calculation of CPD's for new members. New members will only be required to complete the number of CPD points for the remainder of the year since date of first registration. This means that Supportive Counsellors who do 6 CPD's per annum, will only have to do 1 CPD point for every two months left since day of registration to the end of December of that year. In the case of members register on the level of Holistic Counsellors, they will be required to do 1 CPD point for every month left since date of first registration till end of that year.

Example. Bill Brown registers as Supportive Counsellor on 14 June. We count from July to December which amounts to 6 months. Divided by 2, means that he now only has to complete 3 CPD's before the end of that year. Sue Green registers as Holistic Practitioner in October and we count

November and December which gives 2 months. She only has to do 2 CPD's before the end of the year. This is of course only applicable for first time registrations.

**How do we do CPD's?** CPD training of offered in two ways:

Residential – This means class attendance during the period of training. It is limited since it can only be offered at certain periods of the year at certain venues. Currently we offer CPD training at the following venues from time to time: Pretoria, Bloemfontein, Vaal Triangle, PE/East London, Durban, Western Cape, and Boksburg. The programme is available at the office, and depends on the number of attendees. The advantage is that candidates who attend, are normally assessed in class and hence do not have to complete assignments (unless the CPD programme requires practical work).

Via correspondence – A CPD bank is available and the list of available CPD's can be obtained at the office. Candidates may then order any available CPD programme via internet (or mail) to work through it and do the prescribed assignments. The assignment can then be either faxed, emailed or posted to be marked and certified

For other ways of how to obtain CPD's please consult the annual CPD newsletter.

**CPD training cost.** For current cost per block of 3 CPD's please consult the annual CPD newsletter. Candidates who attend CPD tours offered in class situations may be required to pay additional tour fees for facilitators to be available as well as for lunch and tea.

### **Non-compliance with CPD requirements**

With the institution of a professional body, counsellors have the opportunity to join the professional ranks of other health care professionals such as doctors, nurses, social workers and psychologist. With this privilege comes the responsibility to do compulsory Continuous Professional Development (CPD's).

SAQA (the statutory body that serves as the registration authority of the ASCHP in terms of Act 67 of 2008) expects compliance and also requires a regular audit to ensure compliance. Members who fail to comply will be considered not to be in good standing, and hence will not qualify for annual membership renewal. When remittances for annual renewal are being sent

out, members who are not in good standing will be notified that they are not in compliance and be granted a *three months* period to do the outstanding CPD's. Failure to do so, will lead to automatic suspension of membership for one year. Should CPD training be up to date at the time of the next membership renewal, candidates will be eligible for renewal. If however candidates are at that time still not compliant, membership may be suspended and the candidate informed accordingly.

## Training and education

The ASCHP may not act as training provider, but may assist learners in doing internships and practical work. For this purpose the ASCHP has entered into an agreement with accredited providers to offer related and applicable training in wellness and counselling with the objective of meeting the outcomes required as minimum entrance competence for membership. Wellness constitutes a new paradigm that runs parallel to the biomedical model. It complements the conventional biomedical model but follows a different methodology in that it is *holistically* based and *salutogenic* in approach. The holistic approach does not restrict itself to a narrow focus, but works with the total person as bio-psycho-social unity. The salutogenic approach requires a positive approach where the intention is not to treat pathology but to enhance wellbeing.



"To promote wellness as a systems approach to counselling and health care through training, practice and life style"

The ASCHP mission is to establish wellness support system in SA in the counselling professions and for the benefit of the public.



## Counselling sectors of specialization

The term "Wellness Counsellor" serves as umbrella term for all counsellors in the informal sector of counselling such as:-

- Marriage counsellors
- Problem solving
- Youth counsellor
- Counselling of the elderly
- Bereavement counsellors
- Relationship counsellors
- Temperament, stress and anxiety counsellors
- Life style and life skills counsellors
- Folk medicine and herbal support counsellors
- Substance abuse counsellors
- Any other type of counselling according to the needs that people may have.

## **Counselling competencies**

Although these counsellors may work in various fields of specialization or expertise, they function in different categories aligned to various levels of the NQF. Most counsellors in general work in all of these counselling fields as the need may dictate, but obviously counsellors on higher levels are more accomplished in the amount of specialization in one or other area. Graduates of equivalent counsellors are able to work autonomously in counselling practices, but lower categories are required to work under supervision. NQF levels determine the number of skills and level of training for counsellors.

Counsellors are expected to meet certain outcomes as criteria for registration. A summary of these outcomes will provide an idea of the task of wellness counsellors.

### **General Outcomes related to level and standard of counselling**

Counsellors are expected to comply with the minimum standards as set out below:

- To be able to apply knowledge of counselling skills and techniques within own scope of practice.
- To apply interpersonal skills to coach a client within own scope of practice.
- To apply knowledge of health and wellness in a counselling context.
- To apply communication and numeracy skills in order to be able to analyse, interpret and evaluate information in a counselling context.

### **A counsellor is also required to demonstrate the following critical cross-field outcomes in counselling:**

- Identify and solve problems to make responsible decisions using critical and creative thinking in the counselling process.
- Work effectively with others as a member of a team, group, organization or community.

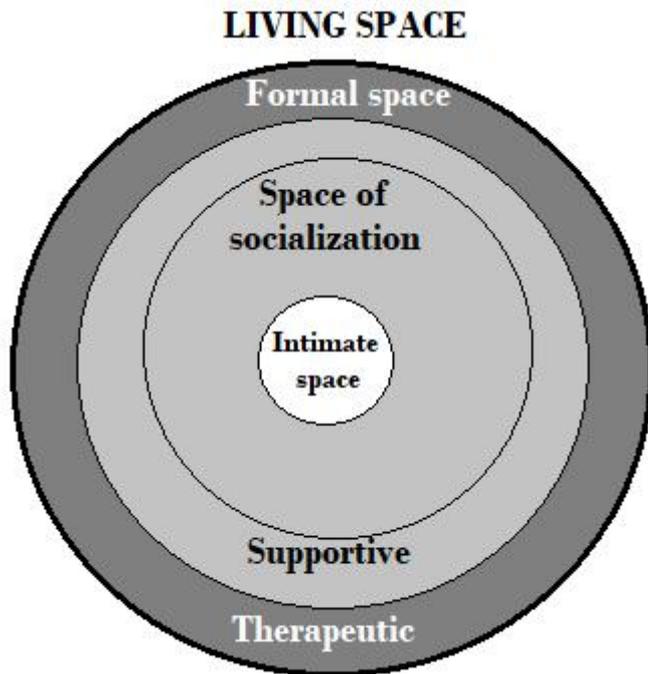
- Organize and manage him/herself and his/her activities responsibly and ethically with reference to scope of practice and ethical code of the profession.
- Organize and manage a practice by keeping routine records of counselling interventions according to the work context.
- Collect, organize and critically evaluate information in screening a client to determine needs and recommend appropriate interventions.
- Communicate effectively with clients and colleagues.
- Make use of science and technology in maintaining records in a database.
- Demonstrate cultural sensitivity across a range of counselling contexts in applying knowledge of interpersonal relationships to enhance the effectiveness of the counselling process.
- Demonstrate an understanding of the world as a set of related systems by recognizing that problem-solving contexts do not exist in isolation.
- Demonstrate an understanding of the integration between human behaviour and health and wellness in terms of short term interventions and potential long term effects.
- Reflect on and explore a variety of strategies to learn more effectively in reflecting on own practice.
- Participate as a responsible citizen in the life of local, national and global communities in counselling within a structured environment.

### **The scope of counselling practice**

Many counsellors find it difficult to understand the space in which they are allowed to practice. The best way to explain it is to be aware that we can discern three spaces in which people live and work – that of the formal space, the socialization space and the intimate space (see diagram attached).

Obviously the intimate space is the area into which we are born and surrounded by family members. It is characterized by intimate relationships.

The outer concentric circle represents the formal space into which we regularly move – it is where we work with colleagues, interact with cashiers at shops, and engage with the electrician and doctor occasionally. It is characterised as formal because the relationships are based on business principles; we do not know the names of the people that we interact and only meet with them to transact. It is also the therapeutic space in which psychologists and physicians work and is regulated by strict professionalism and formal interventions.



The space in-between is of importance to us because this is the domain in which counsellors who are not registered psychologists or physicians work. It is known as the space of socialization because this is where we make friends and spend leisure time with people. It is the same space that is occupied by counsellors who render support to clients. As you can read from the diagram, it is pitched on the outer rim towards the formal space, and that is why it is typified as a para-professional space, which means 'next-to'. This model helps us to

come to grips with the domain of counselling that also defines the scope of practice. We can summarise the three domains now for greater clarity.

INTIMATE SPACE	SOCIALIZATION SPACE	FORMAL SPACE
Intimate relationships	Friendly relationships and para-professional	Professional relationships
To provide love	To provide support	To provides therapy
Long duration (life time)	Ongoing duration	Sessional duration
Refer to next circle when there is a need	Refer to next circle when there is a need	Refer within the circle to other professionals

## Counselling and coaching



Although counselling may include some coaching and counsellors may from time to time make use of coaching techniques, counselling is somewhat distinct from coaching by being less directive and more supportive. Coaching is defined as a form of development in which a person called a coach supports a learner or client in achieving a specific personal or professional goal by providing training and guidance (<https://en.wikipedia.org/wiki/Coaching>). Hence, a coach will provide clear guidance to clients to train them in the acquiring of life skills whereas a counsellor will encourage clients to find their own solutions. Another difference is that “Where counselling concentrates predominantly on the person’s past and deals with healing emotional pain, coaching focuses more on a person’s present and future, with the goal of helping them to create actionable strategies for achieving specific goals in their personal or work life with which they can act towards their envisioned future” ([www.sacap.edu.za/blog/coaching/whats-difference-counselling-coaching](http://www.sacap.edu.za/blog/coaching/whats-difference-counselling-coaching)). Coaching is perhaps more apt then to be applied in the corporate market where business coaches assist CEO’s in effective management and leadership.

### The relationship: Wellness counsellors and health professionals

The ASCHP, and its affiliated association, the Council for Counsellors in SA, consulted with the Health Professions Council in 2014 before embarking on the SAQA registration process. For this purpose the scope of practice was submitted for approval.

It is the clear understanding of the ASCHP that:

- ASCHP counsellors are not psychologist or psychological counsellors but *wellness counsellors*. Consequently wellness counsellor may not present themselves to the public as psychological counsellors although some may be psychology graduates. Wellness counsellors are obliged to ensure that the public has a clear understanding of their status and standing as set out in this constitution. This must also be set out and advertised as such in their consultation chambers.
- Even though the training of wellness counsellors may include psychology, sociology, spiritual or pastoral counselling, herbalism as part of folk medicine and energy remedies or body therapies as generic training, the occupation specific training is that of wellness and related modalities.

- The scope of practice of wellness counsellors is based on first line of entry (primary health care level) and hence does not include psychotherapy; thus care should be taken that it won't overlap with that of any of the registrable occupations such as art therapists, medical doctors, psychologist, occupational therapists or social workers as listed under the Health Professions Council of SA or Allied Health Professions Council such as naturopaths or phytotherapists.
- Wellness counsellors support clients with basic needs and day to day problems. Clients in need of psychotherapeutic intervention or medical attention such as people suspected of having serious mental disorders such as schizophrenia or bipolar depression or medical conditions such as high blood pressure or cancer, should immediately be referred for professional help.
- Wellness Counsellors are not qualified to diagnose pathology, use psychometric test and effect personality changes, or use medical or psychological treatment protocols. Instead wellness counsellors screen for needs and enhance wellbeing.

In order to provide counsellors of the informal sector with a distinctive identity and scope of practice the term "Wellness Counsellor" is an appropriate description which is also in line with the policies of the World Health Organization (WHO), which is the international policy determining body for health care.

### **The meaning of wellness**

Wellness is the new health! This profound insight epitomizes the tacit knowledge about health care in the context of systems thinking. The formulation that serves as its basis is the result of an international conference on health promotion that was held four decades ago. On 12 September 1978 the WHO issued the following declaration at Alma Ata:

*The conference strongly reaffirms that health, which is a state of complete physical, mental, and social wellbeing, and not merely the absence of disease or infirmity, is a fundamental human right...*

Hence, the wellness movement covers a broad spectrum of counselling and related modalities such as life style coaching, herbal and nutritional support, social relationships and transpersonal meaning and purpose.

Wellness counsellors form a distinct group of recognized counselling professionals with diverse educational and skills backgrounds such as psychology, clinical sociology, pastoral and spiritual counselling, body therapies, folk medicine and energy remedies. The objective of wellness counsellors is to work with all integrated aspects of human existence in order to enhance total wellbeing.

### **Brief history of the wellness movement**

The wellness movement as implemented in the WHO policies derives from the ...

### **Premises**



The wellness approach is based on the following anthropological, epistemological and ontological premises:

- **Anthropology:** We regard the human person is an integrated eco-bio-psycho-social unity. This simply means that the essence of human functioning is co-determined by environment (ecological), physical body (bio), as well as mental and emotional (psychic) and social relationships. This approach requires effective counselling not to be fragmented, but rather to be practiced over a wide spectrum of related aspects in ministering to the body, mind and transpersonal.
- **Epistemology:** That human existence is aligned to and lived according to personally constructed reality with reference to cultural customs, religious beliefs and socially conditioned interpretation of reality. Hence mind/body approaches and psychosomatic aspects should always be taken into account.
- **Ontology:** That there is a web of existence which means that all things, from the vast expanse of the cosmos to the tiniest creature or insignificant plant are related in some sense of another. This implies that counselling should always be contextual and not take place in a isolation from the bigger picture.

Against this background, Wellness Counsellors aspire to

- Care and support rather than cure
- Screen for deficiencies and weaknesses to compile health profile rather than diagnose pathology
- Improve wellbeing over a wider spectrum rather than heal a specific condition.

## **Introducing the wellness concept in counselling**

In terms of holistic approach to counselling practitioners make use of a wide spectrum of modalities such as herbal and nutritional lifestyle support, screening devices, and body therapies. Training in these areas can be provided to members.

The typical wellness practitioner will screen a client with a screening device in order to compile comprehensive health profile as all health challenges are interrelated. They also stock herbal remedies in a small health shop to support the client also biochemically for instance

- Adaptogens for stress and anxiety support
- Valerian for insomnia and
- St John's wort for mild depression
- Moderate high blood pressure and similar problems can also be supported using herbs.

Additional books on the topic of wellbeing can be ordered from the office:

- *Sense of wellbeing – introduction to the meaning of wellness*
- *Wellbeing revolution – theory on a deeper level*
- *Herbs for wellbeing - a Green healing space*

## **The wellness paradigm**

The wellness context is a paradigmatic domain that differs from the conventional biomedical model in that it constitutes a shift from:

- Intellect to intuition
- Linear to nonlinear
- How to why
- Power to compassion
- Analysis to synthesis
- Form to process
- Doing to being
- Physical world to invisible world
- Technical to natural
- Cure to care

The wellness counsellor enters into a helping relationship with the client, not to diagnose, but to screen in order to compile a comprehensive health profile; not to treat, but to

enhance overall wellbeing. Hence, wellness counselling is comprehensive and thus employs a wide spectrum of tools and techniques such as:

**Talk therapies** – where communication techniques are employed to vent pent up emotions, help raise awareness and bring perspective to clients with the objective of sorting out problems, achieving balance and harmony, improve relationships and fostering growth and development towards self-actualization.

**Body therapies** – it is recognized that information flow plays a pivotal role in the integration of all metabolic and mental functions. Sometimes stagnated energy flow needs to be released by making use of human touch therapies.

**Nutritional and herbal support** – As biochemical entity the human body sometimes suffer due to deficiencies or toxicity and may require nutritional support as part of lifestyle recommendations.

**Energy remedies** – Information is carried in the form of energy which governs the intrinsic intelligence of the body manifesting as the self-healing mechanism. This self-organizing ability of the human body can be triggered by making use of energy or vibrational techniques such as colour therapy or bio impedance technologies.

**Mindbody health care** – In the words of Barbara Montgomery Dossey and Cathie Guzzetta: “With holism, we consider the integrated whole to understand the person or situation. We view everything in terms of patterns and processes that combine to form a whole, instead of seeing things as fragments, pieces, or parts.” With this Dossey and Guzzetta follows the natural systems theory proposed by von Bertalanffy as a way to provide for a comprehensive approach to health care that recognizes the interconnectedness of natural structures in the universe. This leads to bodymind medicine where we require a model, with reference to complexity, that can accommodate overlapping realms of body and mind as basis for integrative medicine. Complexity is the universal tendency of parts to organise themselves into more complex wholes. (Ted Peters).

### **What a wellness approach can mean to your clients**

Wellbeing counselling goes beyond the mere problem solving and quick fixes of normal counselling.

- The application of wellness principles can bring about a better balance of the mind, body and spirit that can contribute to an overall feeling of wellbeing.
- It can also assist clients in becoming actively involved in their own wellbeing so as to make choices towards a more successful existence

- To live a physically healthier life as wellbeing emphasises the state of the entire being and its ongoing development

## Policy for practice

The ASCHP stands for:

**Best practice** – which is based on an internationally benchmarked ethical code and professional guidelines. Membership is a licence to practice wellness counselling aligned to scope of practice and principles of best practice.

**Holistic support** - which means that the total person is counselled by making use of trans-disciplinary approach of care giving. This leaves room for specialization but always in the context of an integrative understanding.

**Disciplinary measures** – in order to protect the public and ensure professional conduct among practitioners, the professional body adheres to strict disciplinary measures;

**Culture congruent care** - The ASCHP is aware of the cultural diversity of the South African society and requires its members to be sensitive to these differences and to counsel in such a way that people will not be offended or discriminated against on the basis of religion, language preference, culture, ethnicity, sex or gender.

**Research** – CPD training is meant to keep members up to date with the latest research findings, techniques and tools in counselling.

**Impartiality** - Counselling is a generic activity of service delivery and members are not allowed to propagate any religious persuasion or ideological preferences. Members who use, for instance pastoral counselling techniques may do so in the larger context of spirituality and must ensure that their clients approve of it.

**Non-discrimination** . – we do not discriminate on the basis of religious persuasion, gender, ethnicity, culture or creed. We accept all people to be equal and embrace diversity.

**Guidelines for good practice. We stand for best practice** based on the following broad guidelines:

The counsellor works with an ethical code that contains a list of duties which are obligations do either do something or refrain from doing something. The following duties are important:

- Human duties: to be friendly, respectful and helpful. See to it that the consultation chambers where you receive people comply with the professional standards of good practice.
- Professional duties: moral obligations to be well qualified as professionals to enter into contractual relationships with clients.
- Institutional duties: To be licenced to practice and conform to our scope of practice as set out by the professional body and other authorities.
- Legal duties: as imposed by common law and by statute law that govern the health professions.

Duties to clients in their best interest or well-being.

- Do not harm. The primary professional duty of the counsellor is a concern for the best interest of the client.
- Keep confidential records and offer the best counselling service possible.
- Do not be judgmental. Clients cannot be blamed for their own conditions and we may never withheld support.
- Be impartial. We cannot impose our beliefs and cultural convictions on others.
- Friendliness and availability. Always respect other and treat them with dignity, be available to clients who need you.
- Referral. If the needs of a client are beyond the competence of a practitioner, a client needs to be referred to specialized professional.

To be adequately trained.

The ASCHP does not allow lay counsellors to practice. We believe that every counsellor should have completed at least a minimum applicable training programme and continue to follow a learning pathway, both that of academic and skills training. The lowest level of entry is at least a skills training programme. Categories and designations make provision to upgrade to specialist level (post-graduate qualification, NQF 8 and higher).

- CPD training is compulsory for ongoing professional development.
- Short courses to develop applicable skills in order to improve counselling competence are recommended.

To have sufficient experience.

- We may expect prospective members to complete a board examination as proof that they know and have insight into the rules and regulations of the professional body and that they do have adequate experience as counsellors. The minimum requirement for practical experience is 100 logged hours.

Respect for clients. Counsellors are required to:-

- Respect the dignity, confidentiality and privacy of their clients.
- Respect gender, culture, belief systems and personal perspectives of clients.
- Listen to clients and follow a client centred counselling approach.
- Avoid improper relationships or abuse power to force clients.
- Inform and client when it may be needful to have a chaperone in the consultation chambers during body touch sessions.
- Inform and client when it may be needful to refer the client to a more specialized practitioner. This also includes access to their records and files.
- Give clients the information they ask for about their condition in such a way that it is understandable, friendly and acceptable.
- Ensure that you have the informed consent of the client to render support to them and never breach confidentiality without sound reason and without the knowledge of the client.

### Practice guidelines

Please ensure that you (and your practice complies with the following requirements)

1. Ensure that all clients fill in the (1) *professional services agreement* (see attached folder: CLIENT FORMS for templates) and (2) *client agreement form*.
2. A signed consent form for the counselling of minors is also required.
3. Please see to it that the forms are filed in a safe place to protect the privacy and confidentiality of the client
4. It is required that you put a notice board in your consultation room to indicate
  - The type of service that you offer
  - Display your membership and registration certificate publicly
  - Your name and qualification plus ASCHP designation and registration number
5. Information about your practice to indicate the following: **This practice is not eligible to claim form medical aids. Please take note that clients are accountable to pay their own consultation fees as per the normal tariffs charged by this practice.**
6. Also assure that you comply with the POPPI act which has as purpose to protect client information. Hence none of the employees of you will be allowed to make any client information known to a third party, neither will be allowed to use any information they had access to during the course of their duties in service of this company.

Example:



**This practice is not eligible to claim form medical aids.  
Please take note that clients are a accountable to  
pay their own consultation fees as per the  
normal tariffs charged by this practice.**

Please note that counsellors are not allowed to offer the type of services that are normally associated with the work of a psychologist, social worker or any other registratable profession.

### **Disciplinary code**

Members of the public has the right to lay complaints against counsellors in the following cases

1. Professional an ethical misconduct (malfeasance)
2. Professional incompetency.
3. Any other aspect that may warrant it.

Procedure: A written substantiated letter must be submitted that state the particulars of the complaint.

The ASCHP will refer the complaint to the disciplinary panel comprised of members who are qualified and experience in this field to investigate.

They will inform the member and provide the opportunity to answer to the accusation so that it can be weighted an discussed. Personal interviews may be scheduled during this process.

Upon ruling against the counsellor, an appropriate and fitting discipline will be instituted which could be in the form of:

- A penalty of some sort
- Temporary suspension
- Termination of membership
- Imposing that the candidate complete a board examination for reinstatement
- Any other fitting disciplinary measure
- The disciplined member shall have the right to an appeal within 14 days to the advisory board of the ASCHP. Their decision will be final.

**Indemnity insurance:** Members are encouraged to consider taking out such insurance should they have large practices that warrant it. Please contact the office for details.

### **Good practice**

**The ASCHP encourages good practice. The 13 following principles apply:**

1. A practice that is housed in decent building that is functional, presentable, safe and neat
2. The practice is fully furnished and clearly advertised
3. The necessary information boards and plaques are installed
4. Has privacy for consultation purposes
5. No noise pollution
6. That is located in a safe and accessible area
7. That provides adequate and safe free parking facilities
8. Has a receptionist function and seated waiting room
9. A clean and accessible toilet is available
10. Has a working telephone number and address
11. The venue is wheelchair friendly
12. Has storage facilities for the safe filing of personal and confidential information of clients
13. That your business is registered as a legal entity and that you have a bookkeeping system in place.
14. Please note that a practice that complies with Good Practice requirements are invited to apply for an Prestigious Good Practice award certificate the can be displayed in your waiting room. A link will then be placed on the ASCHP website to your website indicating your Good Practice status.
15. Complies with the safety and health regulations that are applicable and relevant

### Recommended tariffs

Designation category	Consultation *
Supportive counsellor	R120 per session
Holistic practitioner	R160 per session
Wellness counsellor	R200 per session
Specialist wellness counsellor	R250-350 per session

\*Some counsellor offer packages such as screening plus tinctures and then charge accordingly up to R600 per session, depending on the affluence of the community .

### Contact details of the ASCHP

Email: [info@aschp.net](mailto:info@aschp.net) Tel. 082 9074327 / 012 111 9002 [WWW.aschp.net](http://WWW.aschp.net)

The ASCHP has a fulltime office open between 8h00-16h30 week days. The offices are located on the Synergetica campus, Burkea crescent 58, Boekenhoutskloofdrift, Dinokeng (just 30km North of Pretoria on the R573). Members are welcome to visit the offices upon making an appointment.

Governance and management: The ASCHP advisory board presides over the ASCHP comprised of

Dr. M D Herholdt –President and chairman

Dr. Liezl Herholdt (CEO)

Dr. Marius Potgieter (senior counsellor)

Dr. Joyce schoeman (senior counsellor)

Rev. Johan Nel (senior counsellor)

Prof. Theo Burger (senior counsellor)

Kathrine Khunou (senior counsellor)

Rev. Andrew Mosia (senior counsellor)

Norman Nkambule (senior counsellor)

Hazel Mankwane (senior counsellor)

Synergica campus houses the resident administrative staff

The CEO: Dr. Liezl Herholdt

Marike Maree – assistant to the CEO for applications

Zodwa Ngobeni – Registrar (registration and renewals)

Elsie Teffo - Administration

Celia Malatji –C leaner, tea and refreshments

Frans Ngobeni – Maintenance

Johannes Mathlaola - Gardner

Please contact the right person for your specific enquiry and note that the office telephone system cannot receive WhatsApp's nor sms's as it forms part of a switchboard system. Personal cell numbers should also not be used for these purposes. We value emails as a method of communication.

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