

Application for Registration: List of Coaching Practitioners (LoCP)

[An online version of this application form is in progress.]

Section 1: PERSONAL DETAILS

Full Name: _____

Contact details: [Cell and Work - not for inclusion on the List] _____

Email address: [for inclusion on List] _____

SIOPSA Membership No.: _____

HPCSA Registration No.: _____

NOTE: Application for the list is open to [fully paid-up] SIOPSA members in the 'Full Member' category (Industrial-Organisational Psychologists) and HPCSA-registered psychologists in the categories of Clinical, Counselling, Educational, Neuropsychology and Research Psychology, who are SIOPSA members in the 'Associate Member' category, and who are also experienced in their coaching fields.

Section 2: AREAS OF PRACTICE

Please indicate the areas of Coaching Psychology practice that apply to you:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Business | <input type="checkbox"/> Career | <input type="checkbox"/> Educational | <input type="checkbox"/> Executive |
| <input type="checkbox"/> Health/Wellbeing | <input type="checkbox"/> Leadership | <input type="checkbox"/> Life | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> On-boarding | <input type="checkbox"/> Performance | <input type="checkbox"/> Personal Development | <input type="checkbox"/> Retirement Coaching |
| <input type="checkbox"/> Sport | <input type="checkbox"/> Stress Management | <input type="checkbox"/> Team | <input type="checkbox"/> Transformational |
| <input type="checkbox"/> Transitional | <input type="checkbox"/> Other (please specify): _____ | | |

Section 3: QUALIFICATIONS, KNOWLEDGE and EXPERIENCE

Provide a summary of your qualifications, knowledge, and experience in the coaching field – include the following:

- State the context, focus, and types of coaching work you do, to date.
- Describe your philosophical stance, theoretical perspectives, approaches, models, and methodologies used in your coaching – and how this integrates with other aspects of your professional experience (where applicable).
- The track record of your coaching practice [e.g., number of years of coaching experience; mix of private and/or corporate clients; percentage of coaching work relative to your other work].
- Evidence of your ongoing coaching psychology-relevant learning and CPD activities, to date.

Kindly also attach your coaching profile that includes: your academic qualifications; your coach-relevant training and certification; and professional memberships.

[This summary will ideally inform your 250-word Bio for the LoCP webpage (see Section 7)]

Section 4: APPLICATION INSTRUCTIONS

Kindly supply details of **two Referees**, who are also **HPCSA-registered Psychology Practitioners** (or registered with other international psychological societies) – **who practice in the field of Coaching and who are able to attest to your knowledge, skill, and experience in the Coaching Psychology field.**

[This, with reference to the most recent version of the IGCCP SA's *Code of Practice for Registered Psychology Practitioners in Coaching* (IGCCP SA [Code of Practice for Registered Psychology Practitioners in Coaching](#) and the [Code of Practice FAQs](#))]

NOTE: The Code is currently published as Version 1.1/2016. Feedback and comment is welcomed on the Code and the FAQ, and these will be considered and integrated into these documents, as deemed relevant.

Important information prior to submitting this application form: Kindly request that each of your two Referees completes their respective **Referee Form** (pp. 5 and 6). You are also expected to provide each Referee with your (this) completed application form (Sections 1 to 6), as well as with your professional coaching profile/CV (for their reference).

1st Referee's name	
Email address	
1. HPCSA Registration number (or relevant international professional psychology body): 2. SIOPSA Membership number:	1. 2.
2nd Referee's name	
Email address	
1. HPCSA Registration number (or relevant international professional psychology body): 2. SIOPSA Membership number:	1. 2.

Section 5: FEES

The List of Coaching Practitioners (LoCP) Application + Registration fee is R180 (incl. VAT). This amount is not prorated for the year:

- **LoCP Application: R110 (incl. VAT)** [a once-off, non-refundable payment].
- **LoCP Registration portion: R70 (incl. VAT)** [an annual renewal payment]:
 - The LoCP Application payment portion is payable for the first year.
 - The LoCP Registration portion is renewable annually.
 - The LoCP Registration payment portion runs in parallel with SIOPSA's annual membership renewal cycle.

Process for completing and submitting your form – all correspondence via email to the IGCCP SA: igccpsa@siopsa.org.za

- a. Your application will be submitted to the IGCCP SA Committee, and a decision will be communicated to you, via email.
- b. Any queries that arise will be communicated to you via email.
- c. If required, your emailed reply or queries will then be re-submitted to the IGCCP SA Committee for final verification and approval.
- d. Once your application is approved, your details will be added to the *List of Coaching Practitioners (LoCP)*, which will be published on SIOPSA's website.
- e. Once you have submitted your completed application form to the IGCCP and it has been accepted, an invoice for the total amount (R180) will be generated manually via SIOPSA. You will not need to initiate this process yourself – the IGCCP will initiate this on your behalf.

Section 6: LoCP KNOWLEDGE AND EXPERIENCE FRAMEWORK

[To be completed by the Applicant]

The following items constitute the demonstrable requirements of understanding and application of psychological coaching. Tick only those items that you believe align with your current knowledge and experience.

Important: Please provide your completed application form to each of your Referees, for their reference and verification.

As a Coaching Practitioner, I can demonstrate the following...

<input type="checkbox"/>	Have knowledge of the contexts (including professional, ethical and legal) within which Coaching Psychology services are provided.
<input type="checkbox"/>	Understand the responsibility and limitations of the professional role, including maintaining boundaries, confidentiality and accountability.
<input type="checkbox"/>	Understand issues pertaining to differences and diversity in Coaching Psychology.
<input type="checkbox"/>	Have the ability to address ethical issues in Coaching Psychology, and understand how these may affect the coaching process, including power differentials.
<input type="checkbox"/>	Understand what is meant by a safe environment in the domain of Coaching Psychology, and the factors that affect the development of a coaching relationship.
<input type="checkbox"/>	Have knowledge and experience of different Coaching, Psychology and Coaching Psychology frameworks, theories and methods.
<input type="checkbox"/>	Have skills and experience in contracting and negotiating with clients.
<input type="checkbox"/>	Have skills and experience in establishing, developing and maintaining a coaching relationship.
<input type="checkbox"/>	Have knowledge of the structure of professional Coaching Psychology experience, including assessment procedures, interventions and the changing expectations regarding the practitioner's role.
<input type="checkbox"/>	Have knowledge of theories of management, leadership and other areas of specialisation relevant to the application of Coaching Psychology.
<input type="checkbox"/>	Have knowledge of the various diagnostic tools and techniques for providing psychological coaching (self report, psychometrics, colleague reports and appraisals).
<input type="checkbox"/>	Have knowledge of techniques and processes to evaluate Coaching interventions, including receiving feedback from the client on their perceptions of progress and their expectations of the outcomes of the Coaching interventions.
<input type="checkbox"/>	Maintain up-to-date awareness of the development of Coaching Psychology theory and practice, and engage in Psychology-CPD activities, with a focus being on obtaining CPD in Coaching-related activities.
<input type="checkbox"/>	Keep updated with, and maintain a working knowledge of, the IGCCP SA's <i>Code of Practice for Registered Psychology Practitioners in Coaching</i> document.
<input type="checkbox"/>	Be in, or consider being in, a coaching-supervision relationship, which is encouraged as part of a focus on continual learning and development.

Section 7: INFORMATION REQUIRED FOR THE ONLINE LIST

[To be completed by the Applicant]

Please complete the following information, which will be published on the *List of Coaching Practitioners (LoCP)*, on the SIOPSA website. [Kindly review and ensure that these details are correct; contact the SIOPSA office immediately if the published details on the LoCP do not match the ones you have provided below.]:

First name	Surname	Contact details [email]
<p>Please write a 250-word Bio for the LoCP webpage [attach this as an MS Word document]</p> <p>Important:</p> <ul style="list-style-type: none"> Your response in Section 3: QUALIFICATIONS, KNOWLEDGE and EXPERIENCE, should ideally inform your Bio. It would also be useful to include your coaching niche or the types of coaching that you do. <p>Kindly submit all correspondence and completed forms (as scanned attachments) via email to igccpsa@siopsa.org.za</p>		

The following **DISCLAIMER** applies to the List of Coaching Practitioners:

“Inclusion on this list is based on a self-declaration of competence. The IGCCP SA or SIOPSA do not take responsibility for the conduct or competence of practitioners. Any concern regarding the conduct of registered psychologists should be directed to the Health Professions Council of South Africa (HPCSA), the legislative and governing body for all psychologists in South Africa.”

Section 8: SELF-DECLARATION

I recognise that in applying for registration and inclusion on the *List of Coaching Practitioners (LoCP)*, I am committed to complying with the **Knowledge and Experience Framework** (refer to Section 6), and undertake to put it into practice, as per the published IGCCP SA [Code of Practice for Registered Psychology Practitioners in Coaching](#) and the [Code of Practice FAQs](#).

Applicant Signature: _____ **Date:** _____

For Office Use Only:

IGCCP SA:	Payment received	Processed by	HPCSA Registration Paid [Y/N]	SIOPSA Membership Paid [Y/N]

REFEREE FORM #1 [To be completed by the Referee]

Referee's full name:		1. HPCSA Registration number (or relevant international professional psychology body): 2. SIOPSA Membership number:	1. 2.
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1. I have known the Applicant for _____ years, and my relationship with the applicant has been as an employer/manager/supervisor/work colleague/coach/other (please provide details, below).

2. This is an overview paragraph of my own coaching-specific qualifications, knowledge and experience (if relevant): [My detailed professional profile has also been provided to the applicant.]

3. I have read the Applicant's completed form and, to the best of my knowledge, all the information provided by the applicant on this application form (in Sections 1 to 6), is correct:

- Yes
 No (If NO, please provide details, below.)

4. I am able to attest to the Applicant's stated engagement and experience regarding the List of Coaching Practitioners (LoCP) Knowledge and Experience Framework (see Section 6).

- Yes
 No (If NO, please provide details, below.)

Referee Signature: _____ **Date:** _____

REFEREE FORM #2 [To be completed by the Referee]

<p>Referee's full name:</p>		<p>1. HPCSA Registration number (or relevant international professional psychology body):</p> <p>2. SIOPSA Membership number:</p>	<p>1.</p> <p>2.</p>
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1. I have known the Applicant for _____ years, and my relationship with the applicant has been as an employer/manager/supervisor/work colleague/coach/other (please provide details, below).

2. This is an overview paragraph of my own coaching-specific qualifications, knowledge and experience (if relevant):
[My detailed professional profile has also been provided to the applicant.]

3. I have read the Applicant's completed form and, to the best of my knowledge, all the information provided by the applicant on this application form (in Sections 1 to 6), is correct:

- Yes
- No (If NO, please provide details, below.)

4. I am able to attest to the Applicant's stated engagement and experience regarding the List of Coaching Practitioners (LoCP) Knowledge and Experience Framework (see Section 6).

- Yes
- No (If NO, please provide details, below.)

Referee Signature: _____ **Date:** _____