

# Membership Categories & Criteria

Membership of the UK Branch of the UK Employee Assistance Professionals Association is classified within the following categories, each with their own membership criteria.

## Registered Provider Member

An applicant for Registered Provider membership is required on application and, if admitted to membership, on request thereafter as may be required, satisfy the Standing Membership Committee regarding the membership criteria for their category.

### In the case of an applicant for Registered Internal Provider membership, that an applicant:

- Is or is a division of a limited company or a charity (registered in either case respectively or under the Companies Act 1985 or the Charities Act 1960 or any statutory predecessor or re-enactment thereof) or a public sector organisation.
- Employs at least one member of staff who is an accredited / chartered / registered member of the BACP, BPS, HPC or UKCP and that such individual monitors his or her employer provision of EAP services and has the authority to stop unsatisfactory practice. If this role is provided by a consultant, signed written evidence must be provided by the consultant that he / she has regular contact with casework in the organisation and has the authority to stop malpractice. This should also include the consultant's professional body, membership number and date of signature. The consultant to have at least an annual contract. Both employees and consultants in this category should be aware that issues of malpractice within their oversight could be reported to their professional body and could impact their professional standing.
- Has adequate professional indemnity and public liability and a certificate of employer liability insurance.
- Provides all employed counselling staff with regular supervision from a senior counsellor trained in supervision to the level recommended by the British Association for Counselling & Psychotherapy (BACP) or consistent with the supervisory requirements of other counselling or counselling related professional bodies such as the British Psychological Society (BPS) or United Kingdom Council for Psychotherapists (UKCP).
- Complies with the Code of Ethics of any professional body of which it is a member.
- Complies with the International EAPA and UK EAPA Codes of Ethics.
- Is either an organisational member of a counselling or counselling related professional body (e.g. BACP, BPS, HPC,

UKCP) or employs at least one senior manager of the service who is a member of such a body.

- Employs at least one manager having a minimum of two years experience of direct EAP provision has a ratio of full time counsellors to its other staff of not less than 1:5000.
- Operates established clinical systems for the effective and safe handling of suicidal and other at risk clients.
- Has a satisfactory confidentiality policy which is made available to employees.
- Operates a satisfactory 24-hour access facility for crisis support.

### In the case of an applicant for Registered External Provider membership, that an applicant:

- Is or is a division of a limited company or a charity (registered in either case respectively or under the Companies Act 1985 or the Charities Act 1960 or any statutory predecessor or re-enactment thereof) or a public sector organisation.
- Has adequate professional indemnity and public liability and a certificate of employer liability insurance.
- Is either an organisational member of a counselling / counselling related professional body (e.g. BACP, BPS, HPC, UKCP) or have at least one executive director who is a member of such a body.
- Employs at least one member of staff who is an accredited / chartered / registered member of the BACP, BPS, HPC or UKCP and that such individual monitors his or her employer provision of EAP services and has the authority to stop unsatisfactory practice. If this role is provided by a consultant, signed written evidence must be provided by the consultant that he/she has regular contact with casework in the organisation and has the authority to stop malpractice. This should also include the consultant's professional body, membership number and date of signature. The consultant to have at least an annual contract. Both employees and consultants in this category should be aware that issues of malpractice within their oversight could be reported to their professional body and could impact their professional standing
- Has at least one member of the management team having a minimum of two years experience of direct EAP provision.
- Operates established clinical systems for the effective and safe handling of suicidal and other at risk clients.
- Provides all employed counselling staff with regular supervision from a senior counsellor trained in supervision to

the level recommended by the British Association for Counselling & Psychotherapy (BACP) or consistent with the supervisory requirements of other counselling or counselling related professional bodies such as the British Psychological Society (BPS) or United Kingdom Council for Psychotherapists (UKCP).

- Complies with the Code of Ethics of any professional body of which it is a member.
- Complies with the International EAPA and UK EAPA Code of Ethics.
- Has a satisfactory confidentiality policy which is made available to employees.
- Operates a satisfactory 24-hour access facility for crisis support.
- In the case of an applicant which provides EAP services through a network of affiliate counsellors / advisors, the applicant has an established selection and recruitment process which details all relevant criteria including acceptable levels of supervision requirements and adherence to Code of Ethics.

## Non Registered Provider Member

This membership grade is open to EAP providers (Internal or External) that do not wish to be registered or who are unable to satisfy the Association's requirements for registration.

Representatives from Non Registered Providers may vote and hold office, including an Officer of the Branch.

## Consultant Member

This grade is open to EAP Consultancy organisations, healthcare intermediaries and brokers.

Consultant Associate Members may vote and hold office other than an Officer of the Branch.

## Associate Member

This category may include companies specialising in subjects relevant to EAPs such as alcohol and drug services; health advisory services; financial, debt and legal services and helpline services that are relevant to the workplace.

Associate Members may vote and hold office other than an Officer of the Branch.

## Individual Member

This grade is open to people working in the field of employee assistance and is broken down into three categories:

- Counsellor / Trainer
- Operational Practitioner
- Consultant

Members at this grade may hold office in the Branch and have voting rights.

### Counsellors / Trainers must:

- Be a current member of another appropriate professional body, such as BACP, BPS, HPC or UKCP.
- Be employed either as a counsellor or a trainer by an EAP provider or be an affiliated counsellor of an EAP provider.

### Operational Practitioners must:

- Be a current member of another appropriate professional body, such as BACP, BPS, HPC or UKCP.
- Be employed / contracted in the role of EAP account manager / client services manager / programme manager (and provide independent confirmation of this).

### Consultants must:

- Be a current member of another appropriate professional body, such as BACP, BPS, HPC, UKCP, BPS, Institute of Personnel Development (IPD), Institute of Directors (IoD), Institute of Management (IoM)
- Be employed / contracted in an EAP consultant capacity for the purpose of assisting companies in e.g. needs assessment, auditing or EAP provider selection.
- Have at least 2 years' experience in direct EAP provision or a closely related field of work as a counsellor, operational practitioner or consultant.

## Student Member

This category is open for anyone studying in an area relevant to the field of employee assistance who wishes to learn more about the practise of EAPs before moving to a higher membership grade.

They may not hold office in the Branch and have no voting rights.

To apply for membership of the UK Employee Assistance Professionals Association please complete the Membership Application Form which can be downloaded at [www.eapa.org.uk](http://www.eapa.org.uk) or requested from [info@eapa.co.uk](mailto:info@eapa.co.uk).