

Admission rules for categories of SGfB membership

I. Fundamental principles

Art. 1 Categories of membership

Membership can be obtained by:

- Organisational members (associations, organizations and institutions)
- Individual members (practicing counsellors)
- Members in training (counsellors in training)
- Passive members (natural and legal persons, who wish to support SGfB's concerns).

Art. 2 Approach to counselling

The SGfB's approach to psychosocial counselling is to be seen as the overarching vision.

Art. 3 Ethics

Members are obliged to respect the SGfB's ethical principles and observe the SGfB's code of ethics.

Art. 4 Affiliation

Members will publicize their SGfB membership. They are entitled to call themselves "SGfB member". Their membership will be confirmed with a formal document. SGfB can publish the names of their members in relevant registers or directories.

II. Organisational members

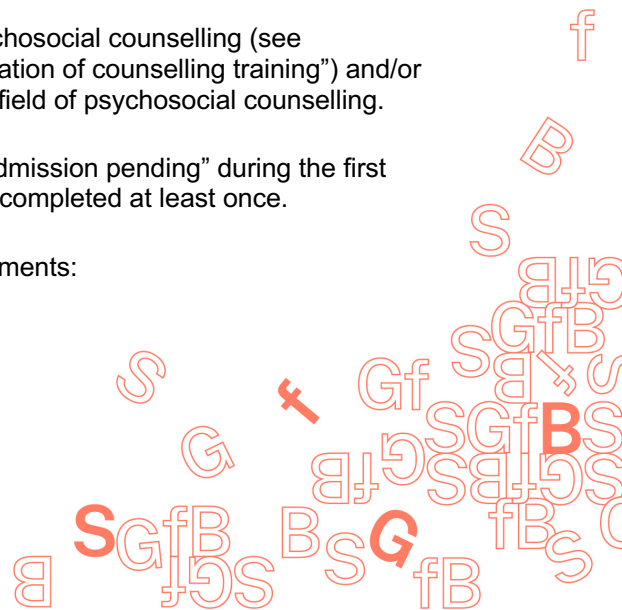
Art 5 Requirements

Associations, organizations and institutions that exercise a professional counselling profession, offer training and/or further training or carry out a research activity in the field of psychosocial counselling can obtain a organisational membership. The activity and the services provided must fulfill the SGfB quality standards (ethics, training as a counsellor and approach to counselling)

Institutions must offer a SGfB certified training in the field of psychosocial counselling (see "application form for organisational SGfB membership with certification of counselling training") and/or demonstrate a professional counselling or research activity in the field of psychosocial counselling.

A counselling training course will receive the designation "SGfB admission pending" during the first training course and the certificate when the course has been fully completed at least once.

Associations and organizations must fulfill the following requirements:



Art. 6 Quality label

1. Their members have successfully completed a professional training or must be in possession of an advanced federal PET diploma or university degree and a specialized training in the field of psychosocial counselling.
2. The specialist training in the field of psychosocial counselling minimally corresponds to the requirements of a SGfB certified counselling training course (see “application form for organisational SGfB membership with certification of the counselling training course”)

When a counselling training course in psychosocial counselling is certified by the SGfB, it may be complemented with the phrase “SGfB certified”. The quality label “SGfB certified” and the membership logo will be made available to be used by the member organization.

Art 7. Continuation of organisational membership

Organisational members agree to update and adapt their activities and services in the field of psychosocial counselling regularly in view of current developments. The Quality Committee periodically reviews the quality standards and provides advice to organisational members with respect to issues of quality development.

The certification of the counselling training course in psychosocial counselling must be renewed every five years by submitting a request to the board, when the contents of the course have been modified in an appropriate way.

In case the renewal is not granted after expiration of its validity, the organisational membership will be terminated after a period of four weeks. The right to use the quality label also expires at the same time.

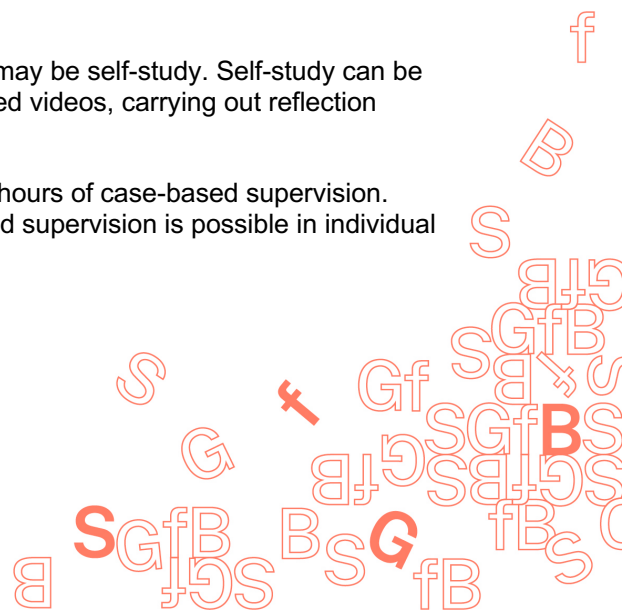
III. Individual members

Art. 8 Requirements

Individual membership can be obtained by persons who

1. have completed a SGfB certified counselling course. Such a course comprises:

- a. SGfB-certified courses must comprise at least 600 lessons of 45 minutes each or 450 hours of 60 minutes each. This does not include absences. If, for example, a collective member wishes to tolerate 20% absences, then the course must accordingly comprise 720 lessons of 45 minutes / 540 hours of 60 minutes. A maximum of 30% of the training hours (= 200 lessons / 150 hours) may take place in a live online setting. Recorded webinars do not count as live events.
- b. A maximum of 10% of the course 60 lessons / 45 hours, may be self-study. Self-study can be e.g.: self-study of professional literature, watching recorded videos, carrying out reflection assignments, etc.
- c. The training course must include at least 40 lessons / 30 hours of case-based supervision. Supervisions may be conducted 100% online. Case-based supervision is possible in individual and/or group settings.



- d. A written paper in which candidates critically address their own counselling practice and their personal view on counselling with reference to the theories they refer to, approaches, aims and methods as well as quality assurance.
- e. An oral examination in which the candidates provide proof of their counselling competencies and in which they demonstrate that they are able to describe their own behavior and actions as counsellors in a convincing way, to reflect critically, motivate them plausibly and based on clear concepts, assess them realistically and draw adequate consequences for their further professional development.

2. Demonstrate to have taken part in at least 30 hours of client oriented supervision during or after the training course, duly signed by the supervisor.

Art. 9 Procedure by dossier

Persons who are not in possession of a SGfB counselling training have a possibility to demonstrate their relevant counselling competencies by dossier.

Admission by dossier is based on the presentation of relevant documents and evidence of professional background, training as a counsellor, personal development, self- experience and supervision. The documents should include the following elements:

1. Documents

Copies of significant official documents such as educational attainment levels, diplomas, references from employers, publications, relevant certificates and proofs of counselling competencies.

2. Duration and contents of the training as a counsellor

Proof of at least 600 lessons, attendance and information on the subject-matter content of the specific counselling training course. Of these either 600 are lessons in a basic counselling course and at least 200 lessons in one or no more than 2 additional counselling courses. The curriculum contents are aimed at the development of the counselling competencies. (see "SGfB core competencies for counselling.")

3. Self-experience and personal development

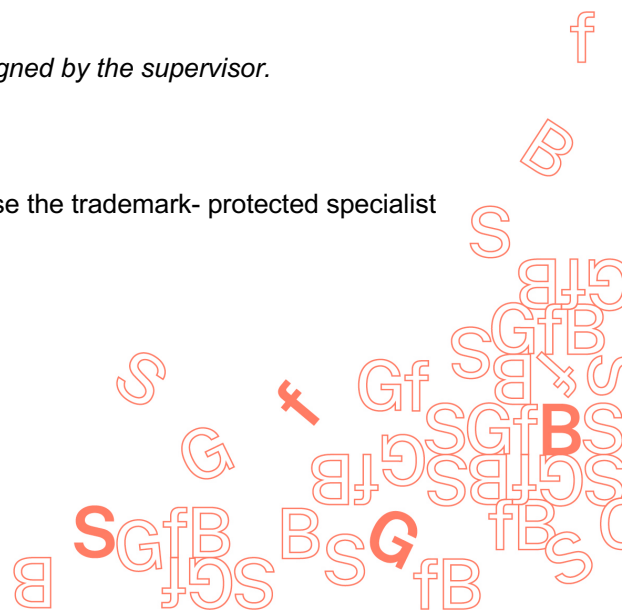
Proof of personal development processes. Proof of at least 40 hours of supervised self-experience and personal development during and/or after the specific counselling course.

4. Supervision

Proof of at least 50 hours of client oriented supervision signed by the supervisor.

Art. 10 Specialist title

After receipt of the certificate, active members have the right to use the trademark- protected specialist title "Consultant SGfB", "Consultant SGfB" or "Counsellor SGfB".



Art. 11 Continuation of active membership

The active members commit themselves to continuous further education in the field of psycho-social counselling: theory seminars, congresses, supervision, intervision, self- awareness. The active membership and thus the entitlement to the professional title is continued if at least 25 hours of further education in the psychosocial field and 5 hours of client-related supervision are included per year. One hour is a sequence of 60 minutes.

The following are recognised as continuing education in the psychosocial field:

- All training / further education courses and congresses in the field of psychosocial counselling that take place within the three-year period and serve to expand the counselling competences.
- Intervision: a maximum of 25 hours / 3 years are counted as continuing education if they have been confirmed in writing, dated and signed by the participants of the group.
- Self-awareness in the group or in an accompanied individual setting: maximum 25 hours / 3 years. The self-awareness units must also be confirmed in writing, dated and endorsed.
- Lecturers who offer training and further education in the psychosocial field: a maximum of 25 hours / 3 years will be credited.

Active membership must be cancelled by 30 November of the previous year, otherwise membership will be automatically renewed.

Client-related supervision:

- 15 hours of individual supervision / 3 years must be proven.
- For group supervision: 3 hours of group supervision correspond to 1 hour of individual supervision.

All further trainings and supervisions must be entered on the list "Proof of renewal of active membership SGfB for three years" and must be confirmed by written, dated and signed evidence from the performing provider. The list can be downloaded from the SGfB website.

Proof of further training is required every three years. The application for continuation must be submitted at least 4 weeks before the deadline.

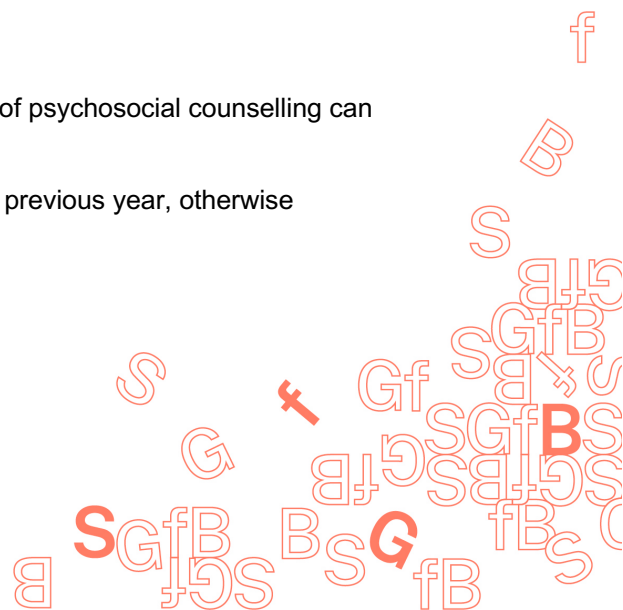
If the required evidence cannot be provided, the Quality Commission, in agreement with the Executive Committee, decides on the conditions for continuing active membership.

IV. Members in training

Art. 12 Requirements

Persons taking part in a SGfB certified training course in the field of psychosocial counselling can become members in training.

Membership in training must be cancelled by 30 November of the previous year, otherwise membership will be automatically extended.



Art. 13 Title

Members in training who have permission granted by their training institution to offer counselling under supervision at a reduced rate, are entitled to use the title “SGfB member in training”.

V. Passive members

Art 14 Admission

Former organisational or individual members as well as natural and legal persons can become passive members when they share the concerns of the SGfB and wish to support them.

Passive membership must be cancelled by 30 November of the previous year, otherwise the membership will be automatically renewed.

These admission rules were reformulated and put into effect by the board on the basis of earlier provisions in June 2011. They were based on the revision of the statutes of 21st March 2011 and approved by the 10th delegates meeting (a.o. the creation of new categories of SGfB membership).

