

# Introduction for HKPCA New Membership Application

## 香港專業輔導協會 會員申請簡介

2017 Nov Version



香港專業輔導協會

The Hong Kong Professional Counselling Association



# TABLE OF CONTENT

Introduction of HKPCA	
Background	2
Mission and Vision	3
Activities	4
Introduction of Membership System	
General Membership	5
Professional Membership	7
Certified Counsellor	12
Approved Counselling Supervisor	17
Application Procedures	18
Membership Renewal	24
Continuous Professional Development	25
Frequently Asked Questions	28

# Introduction of HKPCA

## BACKGROUND

The Hong Kong Professional Counselling Association Limited (HKPCA) was incorporated under the Company Ordinance in 1995. Recognizing the need for an indigenous organization in promoting professional standard and developing counselling services locally, the HKPCA was founded by experienced counselling practitioners and academics in the field who have been associated with the Association of Psychological and Educational Counsellors of Asia (Hong Kong Branch) since its inception in 1978. The HKPCA was founded by: Mr. Brian Cheng, Mr. Kim-sing Cheung, Dr. Rainbow Cheung, Ms. Bonny Ip, Prof. Man-ping Lam, Ms. Ching-chuen Lu-Chan, Mr. Peter Newberry, Rev. Thomas Soo, Dr. Isaac Tam, and Mr. Wai-hung Tang.

# Mission, Vision And Activities

## MISSION

1. To promote the standard of practice of counselling in Hong Kong SAR.
2. To establish ethical standards and provide consultation and guidance for counselling professionals in Hong Kong.
3. To enhance the understanding and acceptance of counselling and to develop and maintain counselling services for promotion of mental health in society.
4. To advance research in the field of counselling and to provide a publication outlet for such research.
5. To support the dissemination of counselling knowledge to enhance the wellbeing of the public.

## VISION

1. To penetrate counselling elements to every sector of the community.
2. To enhance professionalism of counselling to registration and accreditation.

## ACTIVITIES

- To promote professional development and standard of practice for members through organizing counselling seminars, workshops and international conference for members and counselling professionals.
- To promote mental health of people and to enhance their understanding and acceptance of counselling through talks, seminars and workshops.
- To publish the “Asian Journal of Counselling” and the “Journal of Counselling Profession”
- To enhance the communications and cohesion for member.
- To provide consultation services to agencies and schools.

# INTRODUCTION OF MEMBERSHIP SYSTEM: GENERAL MEMBERSHIP AND PROFESSIONAL MEMBERSHIP

## GENERAL MEMBERSHIP

### Membership Status and Application Criteria

- **Fellow 院士**

Those who have a Doctoral or Master's Degree in Counselling or a related field<sup>1</sup> and have at least 15 years of full year experiences in counselling work (practice/research/training) and have been invited and recommended by the Association Council.

- **Associate Fellow 副院士**

Those who have a Doctoral or Master's Degree in Counselling or a related field<sup>1</sup> and have at least 10 years of full year experiences in counselling work (practice/research/training)

- **Member 會員**

Those who have a Doctoral, Master or Bachelor's Degree in Counselling or a related field<sup>1</sup>

- **Associate Member 副會員**

Those who have a Diploma in Counselling or a related field<sup>1</sup> that is equivalent to at least two years full-time study at a tertiary Institute. OR

Those who have a Bachelor's degree and having taken at least 100 documented contact hours of short courses/workshops or seminars in counselling and

having participated actively in counselling related work. OR

For those who hold a Certificate or Diploma in counselling.

- **Student Member 學生會員<sup>2</sup>**

For those who are currently undergoing training in counselling or in a related field.

- **Affiliate 輔協之友<sup>2</sup>**

For those who have no training in counselling but are interested in counselling work.

---

### Notes:

1 Related field refers to 70% or above counselling related course modules in the academic qualifications

2 Student member and Affiliate are not entitled to voting right at Annual General Meeting.

# PROFESSIONAL MEMBERSHIP

## Preamble and Background

### 1. Counselling as a Discipline

Counselling is an applied discipline with theories and methods of practice that are grounded on the diverse scholarly literature from a number of academic disciplines, including psychology, psychotherapy, and lifespan human development. In many regions around the world, counselling has established itself as an independent academic and professional discipline that has wide applications in educational, social service, and human resource settings. Counsellors around the world are represented by professional counselling associations such as American Counseling Association, British Association for Counselling and Psychotherapy, and Australian Counselling Association. In America, the majority of states have a licensure system for professional counsellors. In Britain, there exists also a system of certification for professional counsellors under the British Association for Counselling and Psychotherapy.

### 2. Need for HKPCA Professional Membership

In Hong Kong, Hong Kong Professional Counselling Association (HKPCA) is the oldest professional association for counsellors. Since its establishment

in 1996, HKPCA has offered counselling-related professional training for counsellors, organized conferences and workshops on counselling, published an academic journal in counselling and developed the first counselling code of ethics for counsellors in Hong Kong. Before 2008, a professional-tier membership did not exist in HKPCA. Applications for membership were evaluated based on the applicant's academic credential and experience in providing counselling-related interventions. However, the need to establish a "professional-tier" membership in HKPCA had become more apparent and urgent because of the following development in Hong Kong and its surrounding region:

### **3. Opportunities**

3.1 Around the turn of the century, there had been a proliferation of counselling-related training in Hong Kong. Several universities offered one or more such programs at the post-graduate levels, and there were also instances that counselling-related programs were offered at the undergraduate level. The explosion in the number of programs was also accompanied by the increase in student in-take. Since most counselling-related training programs were operated under a self-financed mode, the number of student intake per year was substantial. We were facing a situation in which there would

be several hundreds of graduates each year in counselling (mostly at the master degree level), and these graduates would all be claiming that they had received “professional” training in counselling.

- 3.2 Parallel to the above scenario was the rapid development of counselling in the mainland Chinese. A certification system in counselling had been developed at the national level, and now there were courses being offered in Hong Kong and nearby region aiming to prepare individuals to take certification examinations in the mainland.
- 3.3 In Hong Kong, psychologists have been working on statutory registration of psychologist. There was also a new counselling psychology division established since year 2006 within Hong Kong Psychological Society. Counsellors have to establish their own certification within the Hong Kong professional mental health community before it is too late.

#### **4. Threats**

- 4.1 While the increase in counselling-related professionals in Hong Kong has been a positive development for the profession. However, as the first and the largest professional organization in Hong Kong representing the counselling profession,

HKPCA takes note of the following threats:

- 4.2 The public has become more aware of individuals who claim to have received professional training in counselling (e.g., in private practice, social service and educational settings), and the public is concerned about whether the training that these counsellors have received is adequate.
- 4.3 With the increasing number of trained counsellors, it is likely that there will be some black sheep within the profession who do not practice in an ethical manner, and who might behave in ways that are contrary to established guidelines. If there is no mechanism to monitor the behavior of counselling professionals, the public will lose its trust on the entire profession.
- 4.4 The lack of a system of professional credentialing and monitoring will create much confusion within and beyond the profession, and if the public became skeptical of the professionalism of the counselling discipline, the entire discipline might fade into the background, and counselling professionals and training programs in Hong Kong would become the biggest losers.

## 5. Society-based Professional Certification

Consequently before 2008, professional credentialing was an important issue that HKPCA must address promptly and immediately. Society-based professional certification is one approach to control the entrance to the counselling profession. It is a system, if set up appropriately, to protect consumers, to maintain and monitor the professionalism of counselling, and to guide the continued growth and development of the counselling discipline. Thus, the Membership and Professional Standards Committee of HKPCA made recommendations in following areas related to professional credentialing in Hong Kong.

- a) The minimal academic and professional credentials required of a professional counsellor
- b) The basic academic components in counselling that are core to the training of professional counsellors
- c) The practice-related experience required for professional counsellors.
- d) The process needed to set up a professional-tier membership in HKPCA.
- e) Therefore, The professional membership of Certified Counsellor and Approved Counselling Supervisor are established.

## 1. Certified Counsellor (CCoun) 認證輔導師

### Application Requirements:

#### **Requirement 1.**

Professional membership in HKPCA should be called “HKPCA Certified Counsellor.” Application to become a “HKPCA Certified Counsellor” has to be examined and endorsed by the HKPCA Council. Membership should be renewed annually and be subjected to adherence to HKPCA Code of Ethics and stipulations related to continual professional education.

#### **Requirement 2.**

The minimum academic level for professional membership in HKPCA should be a HKPCA accredited master’s degree in counselling. Other master degrees in counselling or equivalent will be assessed on a case by case basis.

#### **Requirement 3.**

Accredited Counselling Program requirement

3.1 In order to qualify for professional membership in HKPCA, the individual should enroll in a master-level degree program (or its equivalent) with a clear “theory” and “practice” component. The total number of contact hours in the academic program, including both the theory and practice components, should aggregate to at least 320 hours (direct

teaching hours):

3.2 The following domains should be adequately covered (i.e., substantially covered in named courses) in the “theory” component:

- 3 Compulsory domains: Counselling theories and orientation, helping process and skills, counselling ethics.
- 3 Other required domains (at least 3 of the 5 domains): Human growth and development, Social and cultural foundation, Research methods and evaluation, Psychopathology and assessment, and Group work

3.3 There should be a “practicum” component in the academic program where students have the opportunity to practice and receive regular supervision. A maximum of 50 Practicum Supervision Hours may be counted in the 320 teaching hours required for the academic program.

3.4 In the practicum component of an Accredited Counselling Programme, the ratio between Supervised Practice Hours and Supervision Hours should be at least THREE to ONE (3 : 1), which means for every 3 practice hours, there should be at least 1 supervision hour.

3.5 In the practicum component of an Accredited

Counselling Programme, the maximum number of supervisees allowed in one supervision group should be SIX (6).

- 3.6 In the practicum component of an Accredited Counselling Programme, Individual Supervision should be a face-to-face supervision for ONE supervisee, and appropriate observers should be allowed.
- 3.7 In the practicum component of an Accredited Counselling Programme, the ratio between Total Supervision Hours and Individual Supervision Hours should be at least SIX to ONE (6: 1), which means for every 6 supervision hours, there should at least be 1 individual supervision hour.

#### **Requirement 4.**

##### Practice requirement

- 4.1 To qualify for professional membership in HKPCA, the individual should have accumulated at least 450 hours of supervised practice of which at least 150 hours must be subsequent to the completion of training (that is, after graduate training at the level of a master degree in a counselling-related field or its equivalent).
- 4.2 In addition, a total of at least 100 supervision hours must be accumulated, of which at least 50 hours

must be subsequent to the completion of graduate training. At least 30 percent of the supervision hours have to be individual-based (that is, one-on-one supervision). All post-qualification supervision should be supervised by the HKPCA Approved Counselling Supervisor(s) who are listed in the HKPCA website.

- 4.3 In the practicum component of an Accredited Counselling Programme, the number of Supervised Practice Hours should be at least FIFTY (50).

### **Requirement 5.**

#### **Candidacy 認証輔導師候選人**

- 5.1 An applicant who has fulfilled Requirements 1 to 3, but not Requirement 4, may be considered as a Candidate for Certified Counsellor. It is highly desirable to apply candidacy as to set a clear goal for the applicants, that HKPCA Approved Counselling Supervisor (ACounS) and the HKPCA can provide better guidance to candidates to become a Certified Counsellor.
- 5.2 Supervision hours should be supervised by HKPCA Approved Counselling Supervisor(s).
- 5.3 The ratio between post-master Supervised Practice Hours and post-master Supervision Hours should be at least FIVE to ONE (5 : 1), which means for every 5

practice hours, there should be at least 1 supervision hour. (For 2017 and subsequent Admission Cohorts)

- 5.4 In post-graduation group supervision, the maximum number of supervisees allowed in one supervision group should be SIX (6).
- 5.5 All post master supervised practices and supervision have to be completed within 5 years from the notification date of candidacy.

## 2. Approved Counselling Supervisor (ACounS) 認可督導

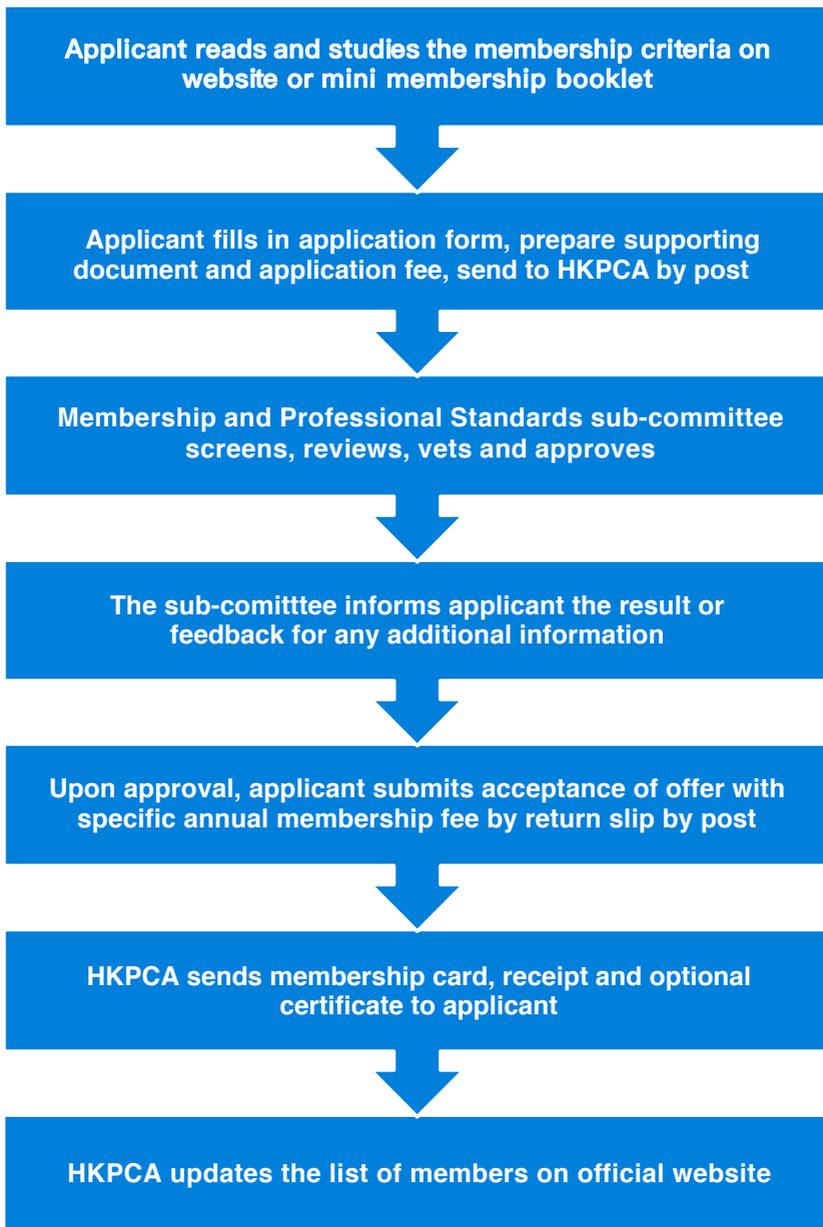
### Application Requirements:

Applications for Approved Supervisor are evaluated based on the applicant's academic credential, counseling practice experience, and counseling supervision experience. Requirements for HKPCA Approved Supervisor are as follows:

1. Possess a doctoral or master's degree in counseling (or its equivalent); and
2. Have 20 or more years of experience in providing counseling or 10 years post doctoral or master work experience in counselling.
3. Have at least 5 years of full time post-master experience in providing counselling supervision. It is equivalent to 1,000 hours; and at least 50% of time with direct supervisions to counselling practices excluding practicum ; and
4. Must be a HKPCA Certified Counsellor as a precondition.

# Application Procedures

## FLOWCHART of MEMBERSHIP APPLICATION



## DOCUMENTATION

### For General membership:

#### 1. Application Form:

Fill in part I and III of the universal application form downloadable from HKPCA official website <http://www.hkpc.org.hk/membership/how-to-apply/>

#### 2. Academic Documents:

Prepare photocopies of related graduation certificates and/or transcripts. All of the above support your academic qualifications and related work experiences and post master practicum work. If the institution granting the academic award is outside Hong Kong, kindly provide program details, e.g. course descriptions and graduation requirements in hardcopy format.

#### 3. Employment letter:

Prepare counselling related work employment letter proof from employer showing years of related work duration, target clients and experience if any.

## **For Professional membership (include Certified Counsellor (CCoun) and Approved Counselling Supervisor (ACounS):**

### **1. Application Form:**

Fill in part I, II and III of the universal application form downloadable from HKPCA official website <http://www.hkzca.org.hk/membership/how-to-apply/>

### **2. Validity of General Membership:**

Must have obtained the valid general membership status such as Fellow, Associate Fellow or Member as precondition. Must possess a local master's degree in counseling or in a counseling-related field, with theory and practice components. Otherwise, applicant has to apply for general membership at the same time and follow the steps of general membership application.

### **3. Supervision Contract (for CCoun only) :**

For Certified Counsellor application, prepare post master practicum supervision contract with your supervisors before supervision starts, full set of supervised contact hours and supervision hours summary tables (applicable to certified counsellor application only) signed / endorsed by HKPCA listed Approved Counselling Supervisor(s).

Note that “supervised practice” has three important aspects:

- i. “Practice” refers to the broad array of remedial, developmental, and preventive intervention in the

counselling process performed by counsellors in multiple settings, with identifiable therapeutic / treatment goals and a mechanism (e.g., qualified counselling supervisors) to monitor and evaluate the attainment of goals.

- ii. “Supervised practice” refers to an arrangement where the “counsellor-in-training” is accountable to an Approved Counselling Supervisor.
- iii. Supervision is used primarily as a process to facilitate the professional competence and development of the counselor.

---

**Reminder notes:**

*\*Applicants are strongly recommended to keep a full set true copies at applicants hand for own record before you send all photocopy documents to us.*

## APPLICATION FEES

1. For application fees of General and professional membership, please refer to the website under : <http://www.hkpca.org.hk/membership/how-to-apply/>
2. All cheque is payable to “The Hong Kong Professional Counselling Association Limited” or in Chinese “香港專業輔導協會有限公司”
3. Send 1) application form 2) supporting documents hardcopies, and 3) application fee in crossed cheque to HKPCA. For detail postal address, please refers <http://www.hkpca.org.hk/about/contact/>

## APPLICATION LEAD TIME

An application will be processed only after the application fee and full set supporting documents are fully received. The processing time of application is at least 10 weeks. The Association will notify the applicant by email once the application is officially approved.

Please make sure the contact email address and telephone is valid and postage stamp value is sufficient to cover the postage service when you post the application form. HKPCA is NOT responsible for any mis-posted or time delay in postage and application approval due to above condition.

## MEMBERSHIP FEES

1. The membership fiscal year is from 1 January to 31 December. Membership approved on or after 1 July of a year requires only will be charged half price of the annual membership fee. Non-refundable first time membership Application fee, however, is subject to administration fee and thus it remains HKD100 for whatever application time throughout the year.
2. All general and professional memberships are counted valid ONLY AFTER both membership fee are successfully renewed every year, fully paid and members' names are displayed on official website [www.hkpc.org.hk](http://www.hkpc.org.hk)
3. Membership fee will be reviewed and adjusted if necessary every year and Council has to seek motion passed at annual AGM before implementation of new fee.

# MEMBERSHIP RENEWAL

All current members are invited to renew their membership by paying their applicable annual fees, general and/or professional.

Only those who have completed the annual renewal procedures will be listed in the HKPCA website for public reference.

Members should not change by themselves their membership categories specified in their renewal reply slips, but must apply for membership upgrade or any other category change following the procedures officially announced at the HKPCA website [www.hkpca.org.hk](http://www.hkpca.org.hk).

# Continuous Professional Development (CPD)

## *for Professional Membership only*

Effective from 1 Jan 2019, as for one year every HKPCA certified counsellor and Approved Counselling Supervisor have to declare on the time of membership renewal the CPD points they have accumulated within the year. For those members who do not declare on time, the association reserves the right to dislist the title of the professional membership. For 2019 membership renewal, they have to reach at least 10 points per member.

*For scheme of awarding CPD points, please refer to page 26.*

## Scheme of Awarding CPD Points (Source: Hong Kong Social Work Registration Board)

Mode of CPD Activities	Description of Weighing	CPD Points	Remarks
<b>Education, Training &amp; Practice</b>			
1. Attending Courses Leading To Formal Academic Award	1 hour of course attended	1	First professional counselling training is excluded
2. Providing Professional Supervision Under Employing Agency's Approval	1 hour of supervision given	2	Remunerated jobs are excluded.
3. Attending Conference, Seminars, Workshops, Etc.	1 hours of event attended	1	--
4. Undergoing Formal On-Line Studies With Study Hours Recognized By Other Accreditation Bodies	1 hour of study completed	1	Each hour of study is equivalent to 1 hour of course attended under the course requirement of the institution which provides the course.
5. Giving Lectures	1 hour of presentation conducted	2	Remunerated jobs are excluded.
6. Speaking At Conference And Seminars	1 presentation conducted	2	Remunerated jobs are excluded.
7. Undergoing Self-Study: Reading Journals, Reports, Books, Etc.	1 hour of study completed	1	A maximum of 5 CPD points will be recognized in a one-year cycle. Solid proof such as self-reflection, or literature reports/summary will be required.
8. Clinical Practice	1 hour of direct practice completed	2	It refers to the practice that is regarded as external assistance rendered to the cases/clients outside the practitioner's employing

Mode of CPD Activities	Description of Weighing	CPD Points	Remarks
<b>Visit</b>			
1. Short Professional Visit	1 session	1	A maximum of 5 CPD points will be recognized in a one-year cycle.
2. Study Tour (Excluding Sight-Seeing And Other Leisure Programmes)	1 session	1	
<b>Publication</b>			
1. Refereed Article/Book Chapter	principal author	8	Publications required by employing institutions or agencies as part of job duties are excluded.
	co-author	4	
2. Non-Refereed Article/Book Chapter	principal author	6	
	co-author	3	
3. Other Types Of Article/Book Chapter	principal author	4	
	co-author	2	
4. Book			The specified maximum refers to the proposed benchmark of 24 CPD points in a one-year cycle.
5. Non-Print Publications (E.G. Video, VCD, Web-Edition, Etc.)	to be individually assessed	Up to a specified maximum	
6. Others			
<b>Community Service</b>			
1. Voluntary Professional Consultancy Service	1 hour of service provided	1	A maximum of 5 CPD points will be recognized in a one-year cycle.
2. Participation in committee(s) of the government, professional organizations, NGOs, and/or groups at community levels	1 session of service provided	1	

# Frequently Asked Questions

## 1. Which membership categories will I be in?

There are several categories of membership in our Association. Applicants who have a Bachelor's Degree or a Master's Degree in Counseling or a related field are usually approved as "Member".

Our Membership and Professional Standard Committee would recommend a membership category to the Council for approval, basing on individual academic qualification and professional experience. For details about criteria of membership categories, please refer to "Membership Criteria".

## 2. What should I do if my personal information has changed?

All personal information update can be done on our website "Member Login" area. The username and password were mailed to you along with the certificate. If you forget the password, please click the "Forget Password" button. Then enter your username (membership number) and at least one phone number (mobile/office) for verification. The system will send you the password automatically to your registered email address after the identification process is done.

## 3. What are the counseling related academic qualifications?

Academic qualifications at the same level under the

Qualifications Framework in Hong Kong with sufficient components in counseling theories, counseling skills and human development are considered as equivalents.

#### **4. What is the charge of HKPCA Approved Supervisor?**

The hourly rate of supervision fee depends on the supervisor's qualification and experience, so no fixed recommended rate can be provided by our association. Please note that the supervision fee and other supervision arrangements should be negotiated between Approved Supervisors and supervisees.

#### **5. Does HKPCA provide referral for counseling services?**

HKPCA does not offer referral services.

#### **6. Why does HKPCA require post–Master Degree counselling certification for application of Certified Counsellors ?**

Basically, practicum in Master Degree Programmes in Counselling is essential and foundational in training of professional counsellors. And, post–Master Degree counselling practice with adequate supervision is equally important to ensure the competency of HKPCA Certified Counsellors in rendering professional counselling services to their clients.

Such a requirement on practice–related experiences

is tally with well-developed counselling professions in other countries such as UK and USA, in which qualified counsellors are required to meet the requirement of undergoing over 1,000 hours of post-Master Degree supervised counselling practice.

### **7. Why do applicants for Certified Counsellors are required to get supervision from Approved Counselling Supervisors to fulfil the post-Master counselling certification?**

A list of Approved Counselling Supervisors (ACounS) has been accredited and recognized by HKPCA, based on specified requirements, as having relevant academic background as well as profound experiences in counselling practice and supervision. They are qualified to provide professional counselling supervision to HKPCA Certified Counsellors candidates.

The hourly pay rate of supervision is mutually agreed between the candidate and the supervisor, primarily based on the supervisor's years of experience, reputation and expertise in specific counselling areas.

HKPCA has held a neutral role in recommending ACounS and declared no benefit in listing the ACounS in its official website: <http://www.hkpc.org.hk/certification/hkpc-approved-supervisors-list/>

## The Hong Kong Professional Counselling Association

 [www.hkpca.org.hk](http://www.hkpca.org.hk)

 [enquiry@hkpca.org.hk](mailto:enquiry@hkpca.org.hk)

 852-2334 7172

 [www.facebook.com/counsellingHK](https://www.facebook.com/counsellingHK)

 Should refer to latest address in website





香港專業輔導協會

The Hong Kong Professional Counselling Association

[www.hkpca.org.hk](http://www.hkpca.org.hk)