

## INSTRUCTIONS FOR KSA PORTFOLIO SUBMISSION

You are eligible to apply for high intensity training in CBT if you are:

- A graduate in an approved profession e.g. mental health nursing with 2 years post-qualification experience

OR

- A graduate in a relevant discipline with experience equivalent to the above, as demonstrated by a Knowledge Skills & Attitudes (KSA) Portfolio

AND

- Have some experience of delivering psychological interventions & foundational level knowledge / skills in CBT
- Are fluent in spoken & written English (see our course website for further information)

If you do not have an identified core profession you will need to demonstrate you have equivalent knowledge, skills and attitudes by preparing a KSA portfolio. The rest of this document aims to give you some guidance on this process.

The KSA has been developed by the BABCP to increase access to the profession of CBT Therapist. The requirements of the portfolio are governed by the BABCP, but for programmes such as the Post-Graduate Diploma in CBT, the BABCP delegates the marking and checking of KSA portfolios to the University.

### 1. GUIDANCE FOR COMPLETING YOUR KSA PORTFOLIO

Please find the link to the BABCP for information about KSA including BABCP Frequently Asked Questions:

[Knowledge, Skills & Attitudes – BABCP](#)

[Core Professions List – BABCP](#)

[Professions eligible for a Condensed Portfolio – BABCP](#)

Please refer to the BABCP guidelines for assembling and assessing KSA portfolios & guidance for referees.

### 2. FORMS & DOCUMENTATION

You can either use the BABCP templates, or the template Newcastle University has developed. The Newcastle University documentation has been designed to support you to ensure you demonstrate how you meet the requirements (including evidence) for each criterion.

Please ensure you check which criterion you need to evidence (this will depend on your previous work experience and training).

### 3. LABELLING YOUR EVIDENCE

You need to clearly label each piece of evidence with a key or code. This should be saved as the document title and referred to the 'Evidence Attached' box within each KSA criterion

For example:

- A – Undergraduate Degree Certificate
- B – Masters Degree Certificate
- C – Job description

### 4. USE CLEARLY MARKED FOLDERS

If you are using the BABCP templates, you may have separate documents for each self-statement, and separate documents for each reference, as well as multiple evidence documents. You need to organise these into clearly marked folders so that your KSA assessor can easily navigate your submission and find the relevant documents.

### 5. SUBMITTING YOUR KSA

You will need to have a draft of your KSA ready to share alongside your interview.

When requested, email your completed documentation to:

[cbt-dip.director@newcastle.ac.uk](mailto:cbt-dip.director@newcastle.ac.uk)

If you are using BABCP templates, you will also need to complete and send a "cover sheet"

### 6. REVIEW OF YOUR KSA

Your KSA will be reviewed by an assessor. The standard marking period for a KSA submission is 4 weeks.

### 7. SUBMISSION DATE

The final submission date for your portfolio is: **10<sup>th</sup> September 2026**

Please find a KSA timeline on the following page.

## KSA TIMELINE – WHAT TO DO WHEN...

