**Completing a KSA Portfolio**

When applying for a Trainee High Intensity Therapist role you must have either a Core Profession as recognised by the BABCP or complete a Knowledge, Skills & Attitudes (KSA) portfolio to be eligible for accreditation.

We have put together the following information to help you complete a KSA portfolio. The portfolio must be completed by the time of your interview, including all references and evidence, and will then be marked by the KSA assessor at the University. The KSA must meet the BABCP requirements to secure a place on the course.

Depending upon your experience and qualifications, you will be required to complete either a full or condensed KSA. Eligibility for these are listed on the BABCP website:

[Professions eligible for Condensed KSA Portfolios](https://www.babcp.com/Accreditation/Cognitive-Behavioural-Psychotherapist-Accreditation/Knowledge-Skills-and-Attitudes/Professions-eligible-for-Condensed-KSA-Portfolios)

[Professions requiring a full KSA Portfolio](https://www.babcp.com/Accreditation/Cognitive-Behavioural-Psychotherapist-Accreditation/Knowledge-Skills-and-Attitudes/Professions-requiring-a-full-KSA-portfolio)

The BABCP website also has some useful documents to help you complete the different sections of the KSA:

[Guidelines for completing a KSA Portfolio.](https://www.babcp.com/Accreditation/Cognitive-Behavioural-Psychotherapist-Accreditation/Knowledge-Skills-and-Attitudes/KSA-Guidelines)

This includes how to assemble your portfolio and guidelines for referees, as well as documents on the following:

* [KSA1 Criterion Checklist](https://www.babcp.com/Portals/0/Files/Accreditation/Practitioner/Practitioner%20Accreditation/KSA/KSA1%20Criterion%20Checklist.docx?ver=2021-10-19-134242-523)
* [KSA2 Self statement](https://www.babcp.com/Portals/0/Files/Accreditation/Practitioner/Practitioner%20Accreditation/KSA/KSA2%20Self-statement.docx?ver=2021-10-19-134242-477)  
  A self statement gives you the opportunity to show the following:
  + Knowledge/Skill Summary: A brief identification of the specific knowledge or skill that was acquired.
  + Learning Process: An explanation of how this knowledge, skill and/or attitude was developed, including the training methods and settings involved.
  + Critical Application Analysis: A thoughtful evaluation of how the acquired knowledge or skill relates to and enhances psychotherapeutic practice.
  + Practical Examples: Specific case illustrations that demonstrate the application of this knowledge/skill in practice, with emphasis on critical learning outcomes from these experiences.
* [KSA3 Countersigned Self-statement](https://www.babcp.com/Portals/0/Files/Accreditation/Practitioner/Practitioner%20Accreditation/KSA/KSA3%20Countersigned%20Self-statement.docx?ver=2022-01-14-110650-047)
* [KSA4 Reference](https://www.babcp.com/Portals/0/Files/Accreditation/Practitioner/Practitioner%20Accreditation/KSA/KSA4%20Reference.docx?ver=2021-10-19-134242-633)
* [KSA5 Self directed Study Record](https://www.babcp.com/Portals/0/Files/Accreditation/Practitioner/Practitioner%20Accreditation/KSA/KSA5%20Self-directed%20Study%20Record.docx?ver=2021-10-19-134242-693)
* [KSA6 Biography](https://www.babcp.com/Portals/0/Files/Accreditation/Practitioner/Practitioner%20Accreditation/KSA/KSA6%20Biography.docx?ver=2021-10-19-134242-710)
* [KSA7 Document List](https://www.babcp.com/Portals/0/Files/Accreditation/Practitioner/Practitioner%20Accreditation/KSA/KSA7%20Document%20List.docx?ver=2021-10-19-134242-727)

Our Clinical Lead for West Essex and Basildon & Brentwood, Dave Jago, put together some short videos on YouTube when he worked at The University of Essex which explain the entire KSA process.

**KSA – 1-4**

<https://youtu.be/eflqTRmKP6o>

**KSA – 5-10**

<https://youtu.be/PJnJpjHd5HQ>

**KSA – 11-13**

<https://youtu.be/cr0wPYOQaOo>

We hope you find this useful. If you have any further queries please let us know at [recruitment@vhg.co.uk](mailto:recruitment@vhg.co.uk)