Thinking About Becoming a Cup-O-T Associate?

A practical guide to working with us



Cup-O-T:
Wellness and Therapy Services.

www.Cup-O-T.co.uk
info@Cup-O-T.co.uk

Welcome

Thank you for considering working with Cup-O-T.

Before you apply, use this guide to check whether associate work is right for you and what you'll need to have in place.

We work with Associates who bring a range of professional skills, experience and specialist knowledge into our services.

Working as a Cup-O-T Associate can be a flexible way to develop your professional practice, work with children, young people and families, and contribute to our wider work.

However, associate work is self-employed work. This means there are some important things you need to have in place yourself.

This guide is designed to help you understand what that means before you apply or attend an initial conversation with us.



You don't need to have everything perfectly in place before contacting us. If you're newly qualified or new to private practice, that's okay. We can talk about where you are now and what you would need to put in place.

Is Associate work right for you?

Associate work may be a good fit if you:

- Want to work as a self-employed professional
- Are comfortable managing your own professional responsibilities
- Can work independently within your level of competence
- Are able to manage your own time and availability
- Are willing to maintain your professional knowledge and CPD
- Are comfortable working with clients without being an employee of Cup-O-T
- Can communicate clearly and professionally
- Are willing to ask for help when something is outside your competence
- Are able to maintain appropriate professional boundaries
- Want to contribute to the values and approach of Cup-O-T

If you've ticked most of these, associate work may be worth exploring.



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What does being a Cup-O-T Associate mean?



As an Associate, you are self-employed rather than an employee of Cup-O-T.

You are responsible for your own professional practice and business arrangements.

Cup-O-T will provide you with specific pieces of work through an Assignment Note, which sets out what is required for that particular assignment.

You are responsible for deciding whether you are able and appropriately qualified to undertake the work offered.

There is no guarantee of a minimum amount of work.

You may undertake other work alongside Cup-O-T, subject to your contractual responsibilities and avoiding conflicts of interest.

Are you professionally ready?

If you are a registered professional

For professional Associate roles, you will normally need to have:

- Current professional registration
- Relevant professional qualification
- Appropriate professional experience for the level of work you are applying for
- Current professional indemnity / liability insurance
- Appropriate DBS clearance
- Appropriate supervision arrangements
- Current CPD
- Mandatory training completed
- Appropriate knowledge and skills for the work you are applying to undertake
- You don't need to be an expert in everything.

What matters is that you understand your scope of practice and only undertake work you are competent and appropriately qualified to provide.

If you're newly qualified

We welcome conversations with newly qualified professionals. However, being newly qualified does not automatically mean that you will be ready for every type of Associate work.

You will need to consider:

- **Experience** - Have you had enough supervised clinical experience to work independently with clients?
- **Confidence** - Are you able to make professional decisions and recognise when you need support?
- **Scope of practice** - Do you understand what you can and cannot safely undertake?
- **Supervision** - Do you have appropriate professional supervision arranged?
- **Insurance** - Have you arranged appropriate professional insurance for your self-employed work?
- **Professional registration** - Is your professional registration active?
- **Mandatory training** - Do you have the required training and evidence?

If some of these are not yet in place, **don't assume you can't work with Cup-O-T**.

Tell us where you are in your professional journey. We can discuss whether there is an appropriate route into Associate work or what you need to put in place first.

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If you're new to private practice

You don't need to have run a private practice before.

However, you do need to understand that you are responsible for the business and professional requirements that come with self-employed work.



Before starting work, you will need to consider:

- Professional insurance
- Professional registration
- DBS
- Supervision
- Mandatory training
- Data protection and confidentiality
- Invoicing
- Tax and National Insurance
- Your own availability and diary management
- Lone-working arrangements
- Appropriate equipment and resources

Don't have all of these yet? That's okay. If you're otherwise a good fit for Cup-O-T, we can identify what needs to be put in place before you begin an assignment.

Supervision

Associates are responsible for arranging and paying for their own professional supervision.

You will need to have appropriate supervision for your professional role and the work you undertake. Cup-O-T will ask for details of your Supervisor(s).

We may also be able to offer professional supervision as a paid service, subject to availability.

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Training & Insurance

Mandatory training

Before undertaking relevant work with Cup-O-T, Associates will need to provide evidence of the required training.

This currently includes:

- Safeguarding Children
- Safeguarding Adults
- Information Governance
- PREVENT
- Equality, Diversity and Inclusion

You will need to provide certificates or other appropriate evidence.

If your training is out of date or you haven't completed it yet, you may need to complete this before beginning work.

Insurance

As an independent Associate, you are responsible for arranging your own appropriate insurance.

Before undertaking work, you should understand:

- what professional indemnity cover you have
- what public liability cover you have
- whether the policy covers the type of work you will undertake
- whether your policy covers self-employed/private practice work
- whether your level of cover is appropriate.

Cup-O-T will ask you to provide evidence of your insurance.

If you don't currently have insurance, this doesn't necessarily mean you can't apply. It means you will need to arrange appropriate cover before starting relevant Associate work.

Associate Levels

Cup-O-T has four Associate levels.

Assistant / Support
For people who are not registered as a healthcare professional and are working in an appropriate support role.

Level 1
For an experienced and well-grounded registered professional who can work independently, competently and confidently with their clients.

Level 2
For an experienced practitioner with additional professional expertise and/or modalities, who can work autonomously with more complex presentations.

Level 3
For a specialist or advanced practitioner with significant experience, specialist knowledge and the ability to manage complex cases, including extended assessment, complex reporting and risk management.

We will discuss your experience, qualifications, skills and scope of practice with you and determine the most appropriate level.



Expectations

What we expect from Associates

We are looking for Associates who:

- Share Cup-O-T's ethos and values
- Work within their competence
- Maintain appropriate professional standards
- Treat clients with dignity and respect
- Work collaboratively
- Communicate clearly
- Keep appropriate records
- Maintain confidentiality
- Recognise and escalate safeguarding and risk concerns
- Maintain professional boundaries
- Keep their professional knowledge and skills up to date
- Raise concerns early
- Are reliable and communicate if circumstances change
- Share Cup-O-T's commitment to person-centred, strengths-based and occupationally focused practice.

What you can expect from Cup-O-T

We will:

- provide clear information about the work we are asking you to undertake
- provide an Assignment Note for specific pieces of work
- be clear about the agreed fee
- communicate with you about relevant changes
- provide access to the Cup-O-T Learning Collective
- offer Associates a discount on Learning Collective courses
- welcome Associates to relevant team days and meetings
- provide access to relevant Cup-O-T policies through SafeHR
- provide opportunities to discuss questions or concerns relating to your assignments.

Ready to have a conversation?
If you are interested in becoming a Cup-O-T Associate, we'd love to receive your application.

Contact:
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