# TERMS OF REFERENCE – Selection and Admissions Development and Implementation Group (SADIG), July 2023

CONTENTS

[SECTION 1 - INTRODUCTION 2](#_Toc362349217)

PURPOSE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2

[GOVERNING BODY 2](#_Toc362349219)

[SECTION 2 - PROCEDURE 2](#_Toc362349220)

[1. RESPONSIBILITY 2](#_Toc362349221)

[2. COMPOSITION 2](#_Toc362349222)

[2.1 Membership 3](#_Toc362349223)

[2.2 Chair 3](#_Toc362349224)

[3. OPERATING PROCEDURES 3](#_Toc362349225)

[3.1 Quorum 3](#_Toc362349226)

[3.2 Meetings 4](#_Toc362349227)

[3.3 Reports 4](#_Toc362349228)

[3.4 Evaluation and Review 4](#_Toc362349229)

[SECTION 3 - GOVERNANCE 4](#_Toc362349230)

[1. RESPONSIBILITY 4](#_Toc362349231)

2. DECISION MAKING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4

[3. VERSION CONTROL AND CHANGE HISTORY 5](#_Toc362349232)

# SECTION 1 - INTRODUCTION

## PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Selections and Admissions Development and Implementation Group (SADIG)

## GOVERNING BODY

The SADIG is a Development and Implementation Group reporting to the Organisational Management Group (OMG) of the Doctorate in Clinical Psychology (DClinPsy) Programme.

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# SECTION 2 - PROCEDURE

## RESPONSIBILITY

The Selections and Admissions Development and Implementation Group (SADIG) is concerned with devising and implementing a rigorous and effective selection process. The aim of the SADIG is to offer our commissioned training places to individuals who will add excellence and fair representation to the profession of clinical psychology. The SADIG strives to ensure that all individuals have equal access to clinical psychology training and believes that no one should be excluded from the opportunity to train because of their ethnicity, sexuality, financial circumstances, religious belief, age or gender. The SADIG believes in making every reasonable adjustment to enable those who are disabled by society to access the training programme. The SADIG believes in utilising the most up to date, evidence based, competency driven frameworks for selection. The SADIG reviews selection processes annually and aims to be at the forefront of clinical psychology selection at a national level. The SADIG is subdivided into two groups, with overlapping membership.

## The Stakeholder SADIG

## Comprises Staff SADIG members plus stakeholders in the admissions process.

* Reviews the previous round of admissions, including scrutinising equal ops data for the preceding cohort, considering survey results and discussing national developments

, makes recommendations for change and takes part in the following year’s admissions round.

The Staff SADIG:

Comprises staff members of the Admissions Team

* Reviews the previous admissions process, to include considering: Equal ops data for the preceding cohort, data from the most recent population census for the NW region where appropriate, selector and applicant survey results, recommendations from the Stakeholder SADIG, national developments including input from the GTiCP Selection Tutor Group and new evidence in the literature.

Responds to the recommendations of the Stakeholder SADIG

* Proposes any changes agreed for the next round of admissions to the OMG
* If accepted, devises a project plan for the next admissions round which is updated at each Staff SADIG meeting
* Devises and implements all aspects of the selections and admissions process from receipt of applications to pre-employment checks.
* Maintains a current knowledge of the evidence base relating to selections and admissions processes and uses this as a framework for developments in these processes.
* Maintains a leading presence in national professional discourse regarding the selection of trainee clinical psychologists, promoting best practice and efficiency across programmes.
* Responds to national changes, eg a large increase in training places at short notice or a pandemic which makes online selection necessary, quickly whilst maintaining the integrity and excellence of our fair, inclusive and evidence based selection process.

COMPOSITION: Two separate Groups. The Staff SADIG is a project planning and implementation group focussed on review, action planning and implementation.

## Current membership of the Stakeholder SADIG

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| --- | --- |
| **Name** | **Role** |
| Cathy Amor | Admissions Tutor and Chair |
| Anna Daiches | Clinical Director, deputy of the SADIG and admissions strategy |
| Stacey Storey |  |
| Rob Parker | Education Team and Professional Services Programme Assistant. |
| Katherine Thackeray | Programme Administrator and Professional Services Lead |
| Public involvement (LUPIN) representatives |  |
| Trainees representing each year group | This varies according to changes in (sometimes bespoke) training pathways. |
| Members of the Learning Together Group NW Ltd: Bev Liver and Emma Munks |
| Other active stakeholders in the process |
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## 1.2: Current membership of the Staff SADIG

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| --- | --- |
| **Name** | **Role** |
| Cathy Amor | Admissions Tutor and Chair |
| Anna Daiches | Clinical Director, deputy of the SADIG and admissions strategy |
| Stacey Storey |  |
| Rob Parker | Education Team and Professional Services Programme Assistant. |
| Katherine Thackeray | Programme Administrator and Professional Services Lead |

## Chair

Cathy Amor, Admissions Tutor, will chair the Selections and Admissions Development and Implementation Group. Anna Daiches, as Deputy Chair will chair the meeting if Cathy is unavailable.

**2.3 Duties**

The role of the Chair is to lead and review the work of the group to ensure that it is working towards its stated aims. The Chair will produce an agenda for each meeting and ensure that agendas, minutes and relevant documents are circulated to members prior to each meeting, update a SADIG action plan and report progress on actions to the OMG on a monthly basis. The Chair will be assisted in the role by the Administration and Professional Services Lead, Katherine Thackeray.

* 1. **Term of Office**

Cathy Amor, Anna Daiches, Stacey Storey, Katherine Thackeray, Rob Parker, Bev Liver and Emma Munks are ex-officio. They will maintain membership of the SADIG for the length of tenure of their job role. Trainees will leave the SADIG on graduation and new cohorts will nominate new members. LUPIN will select 2 of their members to join the SADIG and their membership will be reviewed after 2 years. Arrangements for other partner stakeholders will be the same as for LUPIN members.

## OPERATING PROCEDURES

## Quorum

The Chair or Deputy and two other members must be present for the Staff SADIG to be quorate.

The Chair or Deputy and three other members must be present for the Stakeholder SADIG to be quorate.

## Meetings

The Staff SADIG will meet frequently as needed to implement the Admissions Action Plan throughout the year. Extra meetings will take place during busy periods. The stakeholder SADIG will meet three times a year. The final meeting of each academic year will be in July and review the admissions round just completed. The Staff SADIG Awayday will take place approximately one week later.

Where practicable, the agenda together with reports and documents that relate to the SADIG will be forwarded to members in sufficient time to enable consideration prior to meetings.

An action review table will be maintained, summarising the SADIG’s goals over a 12 month period, those responsible for meeting those goals and progress towards them. The action table will be reviewed at each Staff SADIG meeting.

Accurate minutes will be kept of the annual review meetings of the two SADIGs. They will be circulated around group members for ratification.

## Reports

Reports submitted to the SADIG for consideration at the next meeting should be received by the Chair and Secretary two weeks prior to the meeting.

The Chair or Deputy will propose changes to the admissions process agreed at the Staff SADIG Awaydayto the OMG.

## Evaluation and Review

The purpose and effectiveness of the SADIG will be reviewed annually at the two SADIG away half days. All applicants and selectors will be given the opportunity to give feedback in order to inform this discussion.

These terms of reference will be reviewed after 6 months initially, and then annually.

# SECTION 3 - GOVERNANCE

## RESPONSIBILITY

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| --- | --- |
| **Policy Owner** | Chair and Deputy |

1. **DECISION-MAKING**

The Staff SADIG will aim to make decisions through consensus agreement of all members present. When a consensus is impossible, the issue will be referred to the OMG.

## VERSION CONTROL AND CHANGE HISTORY

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| --- | --- | --- | --- |
| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| 1 | August 2013  September 2013 | Selections and Admissions Development and Implementation Group Members.  Senior Management Group |  |
| 2 | November, 2017  July 2018  July 2019  July 2020 | Members of the SADIG and the Organisational Management Group |  |
| 3 | July 2021 |  |  |
| 4 | July 2023 | Membership of both SADIG groups and the OMG (in progress) |  |