

PsyCaD Internship Programme

The Centre for Psychological Services and Career Development (PsyCaD) at the University of Johannesburg is an accredited training institute for Intern Psychologists in the category of Educational Psychology and Counselling Psychology. Intern Psychologists are appointed at PsyCaD based on the guidelines and the principles of the Health Professions Council of South Africa (HPCSA) and the Basic Conditions of Employment Act (1997).

Psychology Masters students, whom have completed their theoretical year at any accredited South African University, are eligible to complete an internship at PsyCaD. The internship programme is therefore also designed according to the legislation, policies and regulations, as required by the Professional Board for Psychology of the HPCSA.

All Intern Psychologists' duties are carried out under the Supervision of registered Psychologists in PsyCaD, in the relevant registration category. Intern Psychologists receive continuous multi-disciplinary training throughout the year, relevant to their job description and PsyCaD functions.

The internship requires the intern psychologist to provide the services listed below. This is a generic outline of all the services rendered. This represents the required experiences for intern training.

PsyCaD clients include:

- All UJ students on all campuses
- UJ Staff
- Members of the general public e.g. school children, parents, families, couples, individuals, communities, members of the private sector etc.

Intern psychologists are responsible for rendering PsyCaD services, attendance of activities and adherence to qualitative services based on the standards as set out by the Board for Psychology and by PsyCaD:

All activities are in collaboration with:

- Other service units within PsyCaD
- With the HPCSA Board for Psychology
- With schools and other institutions of learning and development
- With the external UJ community

1. The provision of psychological services as per diary bookings

- To ensure excellent service to all clients
- To adhere to the ethical code of conduct for psychologists as stipulated by the Professional Board for Psychology and to practice according to their scope of practice
- To provide quality psychological support to the PsyCaD clientele
- To provide therapeutic services / therapy
- To provide an effective assessment service using psychometric test material
- To provide career counselling and report writing
- To provide and man the 24 hour crisis line for UJ students and staff
- To provide (HCT) HIV-Aids Counselling and Testing
- To provide psycho educational workshops when requested to students of various faculties and students in residences or other groups of students
- To compulsory attend all training provided by the PsyCaD intern programme
- To provide community work as requested by the community of UJ
- To maintain an accurate PsyCaD Administrative system
- To attend all supervision provided to them
- To be evaluated quarterly

2. Psychological Services

The provision of therapeutic services as requested by the clients e.g.:

- Individual
- Couples
- Marital
- Families
- Groups
- People with disabilities
- Children
- Parent guidance
- To provide psycho educational workshops when requested by the various Faculties, residences and student groups

3. Assessments

To provide psychometric evaluations as requested by the clients for e.g.:

- Career counselling and planning
- Subject choices
- Scholastic difficulties
- School readiness
- Concessions

4. Career counselling and report writing

The provision of such services to:

- Enrolled students
- Prospective students
- Members of the public
- Businesses

5. 24 Hour crisis line

- To provide and man the 24 hour crisis line

- To provide a qualitative telephonic service to UJ Staff and students in a crisis situation
 - To answer, listen and offer qualitative assistance to the UJ staff and students in a crisis situation
 - To record all such situations
 - To maintain statistics in this regard
 - To attend weekly crisis line supervision
- 6. To provide HCT (HIV Aids Counselling and testing) and TOP (termination of pregnancy) counselling at the Campus Health Clinics**
- To offer support to such clients
 - To assist with and support clients in terms of knowledge and the prevention of HIV/AIDS
 - To support and assist clients who have tested positively
 - To support clients who are also experiencing other problems related to HIV/AIDS
 - To assist clients in dealing with TOP situations
 - To assist clients with related matters to the above 3 points
- 7. To attend all training provided by the PsyCaD intern programme**
- To participate in all multi-disciplinary training which is presented by professional psychologists who are experts in a specific area of work related to the activities of PsyCaD
 - The training is compulsory
- 8. Entrepreneurial Projects**
- To learn how to generate finances
 - To find a profitable business idea
 - To write a business proposal
 - To negotiate with the potential client
 - To execute the project
 - To write a report on the activity
- 9. Community work**
- Communities often contact PsyCaD to assist them with psychological
 - Interventions related to a burning need in the community
 - Intern psychologists will explore the need
 - Draw up a plan of action
 - Create a relevant programme
 - Be responsible for the administrative and organizational activities
 - To execute the programme
 - To write a final programme on the activity
- 10. PsyCaD Administrative System**
- To maintain their own stats
 - To ensure and maintain correct administrative processes and procedures in PsyCaD
 - To manage the diary in collaboration with the reception staff and their supervisor
 - To manage and control the payments of the paying clients

- Good personal time management
- To meet the deadlines for activities such as the presentation of workshops issuing of reports and client appointments

11. Supervision and Training

- To attend all training provided
- To learn from the expertise and apply the knowledge about the various topics offered which are related to their work
- Individual supervision 1 hour once a week
- Group supervision 3 hours twice a month
- Crisis Line Group Supervision 1 hour once a week
- Open door supervision
- File supervision

12. Quarterly evaluations

- Interns need to be evaluated 4 times per year.
- The various departments of Psychology are represented by lecturers or student supervisors
- Interns have to present a case, hand in a copy of a report, provide video material on therapeutic work

13. Leave and Sick leave

- The internship is a full time activity consisting of 40 hours per week for a full calendar year.
- Interns are entitled to a calendar month's leave provided that no more than 4 weeks may be taken as annual leave or sick leave
- This allows the intern to take two weeks leave during up to 15 November. The remainder of the leave is taken when the university closes on 15 December.
- Interns at PsyCad are not to take leave (accept 2weeks compulsory leave from 15 to 31 December) during the last month of their internship
- Please refer to the HPCSA Handbook for Intern Psychologist and Accredited Institutions.

14. Facilities and Resources

- Intern offices
- Therapy rooms
- Play therapy rooms
- Family therapy / Group therapy rooms
- Observation facilities
- Recording equipment
- Psychological tests, test library, equipment and facilities
- Training room