



# Institute of Professional Psychologists

## Professional Report

### Purpose

We consider that the development of a professional report is the element of assessment that comes closest to demonstrating professional competence. This is to fill gaps that may exist in their current academic qualifications. The council may request such report from prospective members as it deems fit.

### Performance indicators

#### Operational indicators

Practitioners must be able to:

1. Identify a suitable project for their professional report, in terms of its feasibility and relevance to an issue faced by the professional, as well as to key issues in Psychology..
2. Plan and design a project that demonstrates an awareness of strategic issues and has the potential to make a contribution to improvements in his profession.
3. Demonstrate a satisfactory knowledge of existing literature, of contemporary Psychology practices, and of issues in the subject area chosen for the professional report.
4. Access and interpret data from primary and secondary sources in compiling material for their professional report.
5. Make appropriate and correct use of techniques, such as interviews, questionnaires, participant observation and documentary analysis, in gathering data for their professional report.
6. Analyse the data that have been collected for their professional report, by the use of qualitative and quantitative methods as appropriate.
7. Draw realistic and appropriate conclusions from their professional report.
8. Present their professional report in a clear, logical and systematic manner in order to persuade key decision-makers of its merits.
9. Prepare a plan for implementing the recommendations made in their professional report within a reasonable time-frame.
10. Undertake a critical review of their professional report and identify ways in which their project could have been undertaken more effectively.

## **Knowledge indicators**

Practitioners must understand and be able to explain:

1. The rationale for their choice of project aims and professional report.
2. The contribution that Psychology can make at professional and societal level.
3. The nature and importance of a number of major issues in the existing Psychology literature and contemporary Psychology practice.
4. The range of primary and secondary sources from which information can be gathered for a professional report.
5. The advantages and disadvantages of different research methods and their relevance to different situations.
6. The use and value of different analytical tools for interpreting data.
7. The structure and content of a professional report.
8. The principal techniques of communication and persuasion that are used when writing and presenting a professional report.

## **Indicative Content**

### **1 Project management**

1. Planning and designing a project that has relevance to the profession and is likely to add value to the profession and the individual.
2. Understanding the importance of having clear objectives, terms of reference and, if appropriate, hypotheses.
3. The principles of time management, ordering of priorities and project development.
4. Awareness of blockages and barriers and how to overcome these.

### **2 The substance of the project**

1. Drawing on appropriate Professional Development Standards, having a systematic understanding of the literature that is central to the investigation, and of examples of Psychology practice.
2. Understanding the importance of vertical and horizontal integration (internal and external fit), and of the role and influence of Psychology in society.

### **3 Collecting data**

1. Knowledge of sources of material and evidence, both internal and external to the profession, and of published sources; understanding of different methods of data collection.
2. Collection (eg interviews, questionnaires, participant observation and documentary analysis) and of the circumstances in which they might be used.
3. A rationale for choice of method and a comparison with other methods.

### **4 Presenting and analysing data**

1. Clear and logical presentation of data in line with terms of reference, with diagrams and charts as appropriate.
2. Systematic analysis of data collected, explanation of any patterns, and indication of how to deal with conflicting evidence.
3. Skills of report writing.

### **5 Conclusions and recommendations**

1. Drawing of sensible conclusions from data collected and presented, realistic and timely recommendations, including costings where appropriate for implementation of findings, and awareness of potential sources of resistance to recommendations.
2. Consideration of professional and ethical issues.