



## OUR PURPOSE

ISMA (UK) is a registered charity with a multi-disciplinary professional membership. It exists to promote sound knowledge and best practice in the prevention and reduction of human stress. It sets professional standards for the benefit of individuals and organisations using the services of its members.

ISMA (UK) fulfils its purpose by: -

❖ dissemination and exchange of knowledge through: -

- Conferences and Events (Regional, National and International)
- Annual National Stress Awareness Day™
- The Journal **Stress News** and other publications
- A presence on the World Wide Web
- Professional Networking

❖ setting standards and encouraging excellence in professional practice by: -

- Applying criteria for acceptance into full membership
- Validating Stress Management Trainers and Coaches
- Promoting Continuing Professional Development
- Providing and maintaining a Code of Conduct

Linking those who need and those who provide stress management services

## MEMBERSHIP GRADES

### STUDENT (Non-voting)

Open to bona fide students, of any age, pursuing studies for vocational or academic qualifications in which stress management is part of the course content.

Annual proof of student status is required.

### ASSOCIATE (Non-voting)

Open to any person who is involved in the subject of stress management and is either not eligible to become a MEMBER or who wishes to postpone becoming a MEMBER at this time.

One referee required.

### MEMBER (Voting)

Open to a person who can show continuing professional development in the area of stress management expanded beyond their original training and supported by evidence of:

- **Either**  
A qualification from a stress management training course run by a trainer/school/university known to ISMA that meets the core knowledge requirements as outlined in the ISMA booklet “**Comprehensive Knowledge for Stress Management Practitioners**”
- **or:**  
A relevant university degree e.g. Physiology, Psychology, Medicine and evidence of specialisation in stress or stress management.
- **or:**  
Published work that shows an extensive knowledge of the theory and practice of stress management.
- **or:**  
A minimum of 5 years professional practice in stress management. Detailed evidence of having reached a high degree of professional competence and knowledge to the standards of the “**Comprehensive Knowledge for Stress Management Practitioners**” must be demonstrated.
- **And:**  
**Applicants must also submit two references. Both referees need to have direct knowledge of the applicant’s competence in the category of stress management.**

## **FELLOW (Voting)**

Open to Members of at least 3 years standing who have made significant contributions to either the theory or practice of stress management. Fellows must be proposed by at least three Members and their acceptance will be subject to the agreement of the executive committee.

## **HOW IS EVIDENCE OF MEETING CORE KNOWLEDGE REQUIREMENTS DEMONSTRATED?**

Submit evidence of studying at an attended course and having achieved acceptable depth of knowledge and expertise; or submit a portfolio of evidence of stress management practice, either personal or organisational.

### **This evidence is to achieve the standards detailed in the Comprehensive Knowledge for Stress Management Practitioners**

All applications will be considered by the Membership Secretary using guidelines provided by the Membership & Qualifications Committee. A person's whole career path will always be considered as ISMA acknowledges that both academic and vocational avenues for professional people should be considered carefully. ISMA reserves the right to decline membership to any applicant.

### **The Comprehensive Knowledge for Stress Management Practitioners**

This is a document which determines the level of knowledge that all Stress Management Practitioners should have.

The Comprehensive Knowledge consists of a Core Knowledge for all Stress Management Practitioners, plus a level of knowledge which will vary according to the specialisation of the applicant. The routes described are for Corporate Stress Management Practitioner; Individual Stress Management Practitioner; and Complementary Therapist.

“**Comprehensive Knowledge for Stress Management Practitioners**” is available as an PDF document and can be found on the ISMA web site or can be sent by email on application to the Membership Secretary (stress@isma.org.uk). Also it can be sent in hard copy for a small administration charge.

### **ISMA approval/recommendation of Stress Management Courses**

In an attempt to regulate standards in stress management, ISMA has prepared a register of recommended training providers who provide stress management training to a level deemed acceptable by ISMA. There are other courses available which are of excellent quality that haven't been assessed by ISMA and so will not appear in this register. If you have taken a course which is not on the list, enquire with the Membership Secretary for an assessment.

While all the courses recommended by ISMA are required to provide an adequate length of study and official rigorous assessment in the areas they cover, they will differ greatly in the content they offer.

If studying a course with the intention of seeking Member grade of ISMA, it is important that applicants check the course syllabus against the “**ISMA Comprehensive Knowledge for Stress Management Practitioners**”. It is possible to combine successful results for more than one course to gain Member status.

Please see separate leaflet “**ISMA Guide to Stress Management Training**”

### **CONTINUING PROFESSIONAL DEVELOPMENT**

**It is the requirement of any professional association, that the membership are required to produce evidence of continued professional development (CPD) undertaken in addition to their original training. Membership is granted on the understanding that members will regularly undertake CPD in order to expand their knowledge of stress management throughout their membership.**

### **ASSESSMENT FOR MEMBERSHIP**

All applications will be considered by the Membership Secretary using guidelines provided by the Membership & Qualifications Committee. A person's whole career path will always be considered as ISMA acknowledges that both academic and vocational avenues for professional people should be considered carefully. ISMA reserves the right to decline membership to any applicant.

## MEMBERSHIP BENEFITS

### STUDENT

- A quarterly copy of the journal
- Member's discount on attendance at events
- Special reduction on fees to attend workshops and conferences
- Access to the Information Service
- Access to centralised resources from ISMA Catalogue

### ASSOCIATE

- A quarterly copy of the journal
- Member's discount on attendance at events
- Reduced rates for workshops and conferences
- Associate's Certificate and Membership Card
- Access to the Information Service
- Access to centralised resources from ISMA Catalogue

### MEMBER

- **All benefits as listed above for Associates**

#### Plus

- Entitled to use the designatory letters **MISMA**
- Entitled to use Members Logos on letter heads and websites.
- Able to vote at the AGM and EGM's
- Eligible:-
  - ◆ To be included in the ISMA Referral Register.
  - ◆ After one year's Membership, to apply for ISMA Approved Course Trainer and ISMA Approved Coach/Therapist status or any other available grade of validation.
- Member's Certificate and Membership card
- The right to have a link to their WebPages from the ISMA website

# Membership Subscriptions and One off Administration Fees

All applications for membership must include a non-refundable administration fee of: **£30**

## Annual Membership Subscriptions

Subscriptions are due on/by the 1st February each year

Student: £40

Associate: £70

Member: £85

All subscriptions are to be Sterling £ (GBP).

Applications from outside the U.K. will be charged additional postage fees. These will be:

£5 for EU member states

£15 for those countries outside the EU

***Once accepted into membership ISMA requests that all fees are paid by Direct Debit. This is to reduce administration costs, which would otherwise be borne by the membership.***

## MEMBERSHIP FEES IN FIRST YEAR

**As the ISMA has a fixed renewal date of the 1<sup>st</sup> February fees in the first year are adjusted as follows:**

**For those who start their membership after 1<sup>st</sup> February, the membership subscription and postal fees will be reduced. The year will be divided in 4 segments and the subscription and postage fees reduced pro rata into those segments**

**With your application, please send only the Administration Fee.** You subscription will be invoiced to you once the application process has completed.

ISMA UK, PO Box 491. Bradley Stoke. BRISTOL. BS34 9AH  
Telephone: 01179 697284 E-mail: [stress@isma.org.uk](mailto:stress@isma.org.uk) Web: [www.isma.org.uk](http://www.isma.org.uk)  
Registered Charity No. 1088103 Company limited by guarantee No. 4079657  
VAT Registration No. 849 1136 18

# **CODE OF CONDUCT & GUIDE TO ETHICAL PRACTICE**

## **1. INTRODUCTION**

- 1.1 The purpose of this Code is to establish and maintain standards for members of the International Stress Management Association (UK) Branch.

It cannot claim to be totally comprehensive; rather it sets out principles to which members should adhere. It is expected that they will also adhere to any other professional Codes they are bound by and will also exercise good judgement.

Appropriate discussion is a requirement of professional practice wherever any dilemma remains.

- 1.2. A professional person is one who can justify a claim to provide a service of value to society, and who accepts the duties entailed in that claim, including:

- 1.2.1 achieving and maintaining high standards of education, training and practice;
- 1.2.2 taking responsibility for continuing development of personal competences;
- 1.2.3 honouring the special trust reposed by clients, employers, colleagues and the general public.

- 1.3. The professional discharge of such duties as lie in the field of stress management entails:

- 1.3.1 the application of expert knowledge and judgement;
- 1.3.2 honouring the integrity of others;
- 1.3.3 joining with ISMA in the achievement of its aims.

- 1.4. The discharge of a member's duties as a professional person also involves the acceptance and the habitual exercise of other ethical values: foremost of these are honesty, loyalty, fairness, commitment, objectivity and confidentiality.

## **2. CODE OF CONDUCT**

At all times a member shall uphold the good standing and reputation of a practitioner of stress management and while practising this skill shall:

- 2.1 have due regard to comply with the law;
- 2.2 make no false claim;
- 2.3 not misuse or abuse power or position;
- 2.4 follow guidelines as laid down from time-to-time by the Professional Practice Committee of ISMA;
- 2.5 have a duty to provide information on request to any committee or subcommittee of ISMA established to investigate any alleged breach of this Code.

## **3. GUIDE TO PROFESSIONAL PRACTICE**

The professional member should:

- 3.1 pursue competence and integrity in all their activities;
- 3.2 safeguard information at all times;
- 3.3 uphold the objectives of ISMA and where possible make an active contribution towards its growth;
- 3.4 openly declare any personal interest, which might seem to involve a conflict of loyalties within the organisation;
- 3.5 be aware of their responsibilities, authorities and accountabilities and methods of review and evaluation;

- 3.6 be in possession of any professional indemnity insurance necessary;
- 3.7 identify and resolve any personal conflicts, which might seem to jeopardise their good standing.

#### **4. AS REGARDS OTHERS WITHIN THE ORGANISATION**

The professional member should:

- 4.1 ensure that the integrity of others is sustained;
- 4.2 safeguard the health, safety and well-being of others;
- 4.3 encourage and assist others to develop their potential;
- 4.4 ensure a concern for quality in all matters.

#### **5. CODE OF ETHICS**

- 5.1 A member should never, in the practice of stress management, seek to, or cause a client to be exploited.
- 5.2 Members practising stress management as a profession should take the same care to deliver an ethical and professional service whether the service be paid, voluntary, or part of their role as members of an organisation.
- 5.3 The safety of the clients must be given every consideration, both physically and psychologically.
- 5.4 The terms of business as a contract between a member who offers stress management services must be made clear to clients prior to commencement.
- 5.5 Where advertising professional services members should ensure accuracy.
- 5.6 Members should not imply in advertising literature that they have the sponsorship of ISMA to practice or offer services without the explicit permission of ISMA.
- 5.7 Members should seek at all times to honour undertakings, paid or voluntary.