



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 DayTM
 - The Journal ***Stress News*** and other publications
 - A significant presence on the Internet
 - Professional Networking
- ❖ setting standards and encouraging excellence in professional practice by: -
 - Setting standards for the training of Stress Management Practitioners
 - 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 MEMBER (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.
- Student members may not be employed as stress management practitioners during their Student Membership
- Annual proof of student status is required.
- One Referee required

ASSOCIATE MEMBER (Non-voting)

- Open to any person who is involved in the subject of stress management and is either not eligible to become an Individual Member or who wishes to postpone becoming an Individual Member at this time.
- One referee is required.

INDIVIDUAL MEMBER (Voting)

Open to a person who can show evidence of either:

- A qualification from a stress management training course run by a trainer/school/university acknowledged by ISMA^{UK} (ISMA^{UK} Guide to Stress Management Training) and meeting the ISMA^{UK} Comprehensive Knowledge for Stress Management Practitioners (This must be accompanied by evidence of course completion).
- or: A relevant University Degree (Psychology, Physiology, Medicine etc) and evidence of specialisation in 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 and providing detailed evidence of having reached the high degree of professional competence and knowledge as required by the ISMA^{UK} Comprehensive Knowledge for Stress Management Practitioners.
- And: Two referees required. One to have direct knowledge of the applicant's competence

FELLOW (Voting)

Any member who has been an Individual Member for a minimum of 5 years who can demonstrate a high level of academic or vocational qualification by published works in Stress Management can be invited to become a Fellow of ISMA^{UK}. Fellows are normally invited to apply by the Board.

ISMAUK UK, PO Box 108. CALDICOT. Monmouthshire. NP26 9AP
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VAT Registration No. 849 1136 18

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^{UK} acknowledges that both academic and vocational avenues for professional people should be considered carefully. ISMA^{UK} 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^{UK} 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^{UK} approval/recommendation of Stress Management Courses

In an attempt to regulate standards in stress management, ISMA^{UK} has prepared a register of recommended training providers who provide stress management training to a level deemed acceptable by ISMA^{UK}. There are other courses available which are of excellent quality that haven't been assessed by ISMA^{UK} 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^{UK} 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 ISMAUK, it is important that applicants check the course syllabus against the “**ISMA^{UK} Comprehensive Knowledge for Stress Management Practitioners**”. It is possible to combine successful results for more than one course to gain Member status.

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Please see separate leaflet “ISMA^{UK} Guide to Stress Management Training”

CONTINUING PROFESSIONAL DEVELOPMENT

It is the requirement of any professional association, that the membership is 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^{UK} acknowledges that both academic and vocational avenues for professional people should be considered carefully. ISMA^{UK} reserves the right to decline membership to any applicant.

MEMBERSHIP BENEFITS

STUDENT MEMBER

- **Membership Certificate** and annually renewed Membership Card
- **ISMA^{UK} Student Member logo** on your correspondence materials
- **Free annual subscription** of the ISMA^{UK} Journal ‘Stress News’
- **Dedicated ISMA^{UK} website** providing up to date ISMA^{UK} and member activities with access to the members only section
- **Regional Seminars and Events** featuring industry experts, including the HSE, on current topics relevant to improving people performance and wellbeing
- **National Conference** – attend the annual ISMA^{UK} Conference (at discounted rates) featuring experts in all areas of Stress Management
- **National Stress Awareness Day (NSAD)** – our annual focus on stress and wellbeing - provides huge opportunities to interact with the media and be involved with local national and international organisations as a NSAD Venue Organiser
- **InBox News** – the ISMA^{UK} online quarterly news update with opportunity for the organisation to feature products, services etc
- **An opportunity to access ISMA^{UK} Info** – a daily digest of current media news and views
- **Social media** opportunities through ISMA^{UK} group profile, LinkedIn and Twitter

ASSOCIATE MEMBER

- **Membership Certificate** and annually renewed Membership Card

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- **'Associate Member' ISMA^{UK} logo** on your marketing materials to add value and credibility to your service
- **Free annual subscription** of the ISMA^{UK} Journal 'Stress News'
- **Dedicated ISMA^{UK} website** providing up to date ISMA^{UK} and member activities with access to the members only section
- **Regional Seminars and Events** featuring industry experts, including the HSE, on current topics relevant to improving people performance and wellbeing
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- **InBox News** – the ISMA^{UK} online quarterly news update with opportunity for the organisation to feature products, services etc
- An opportunity to access **ISMA Info** – a daily digest of current media news and views
- **Social media opportunities** through ISMA^{UK} group profile, LinkedIn and Twitter

INDIVIDUAL MEMBER

- **Membership Certificate** and annually renewed Membership Card
- **ISMA^{UK} Member logo** on your marketing materials to add value and credibility to your service
- **Entitled to use the designatory letters "MISMA"**
- **Free annual subscription** of the ISMA^{UK} Journal 'Stress News'
- **Dedicated ISMA^{UK} website** providing up to date ISMA^{UK} and member activities with access to the members only section
- **Gain new customers and referrals** – through your ISMA^{UK} web page profile with your logo/link to your company's website
- **Regional Seminars and Events** featuring industry experts, including the HSE, on current topics relevant to improving people performance and wellbeing
- **National Conference** – attend the annual ISMA^{UK} Conference (at discounted rates) featuring experts in all areas of Stress Management
- **Press/VIP Contacts** – raise your organisation's profile through PR opportunities and media coverage generated by the Board, Vice Presidents and Presidents
- **National Stress Awareness Day (NSAD)** – our annual focus on stress and wellbeing - provides huge opportunities to interact with the media and be involved with local national and international organisations as a Stress Adviser or NSAD Venue Organiser

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- **Become an Approved Trainer or Coach** and be listed in the ISMA^{UK} on line directory which is accessed by our Corporate Members and external Organisations
- **InBox News** – the ISMA^{UK} online quarterly news update with opportunity for the organisation to feature products, services etc
- **An opportunity to access ISMA Info** – a daily digest of current media news and views
- **Continuing Professional Development** – CPD certificates are issued a workshops, events
- **Strategic partnerships** – receive various member discounts (e.g. insurance) and develop training and product deals with other members
- **Social media opportunities** through ISMA^{UK} group profile, LinkedIn and Twitter

FELLOW

Fellows have the same membership benefits as Individual Members plus they may use the designatory letters “**FISMA**”.

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 Member:	£47.50
Associate Member:	£77.50
Individual Member:	£97.50

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

Membership subscriptions can be paid by Cheque, Direct Debit, BACS, Credit/Debit Cards or Paypal.

MEMBERSHIP SUBSCRIPTIONS IN FIRST YEAR

As the ISMA^{UK} has a fixed renewal date of the 1st February. Subscriptions in the first year are adjusted as follows:

For those who start their membership after 1st February, the year will be divided in 4 quarterly segments and the subscription and postage fees reduced pro rata into those segments

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

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^{UK} 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^{UK};
- 2.5 have a duty to provide information on request to any committee or subcommittee of ISMA^{UK} 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^{UK} and where possible make an active contribution towards its growth;

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- 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^{UK} to practice or offer services without the explicit permission of ISMA^{UK}.
- 5.7 Members should seek at all times to honour undertakings, paid or voluntary.