

Approved Mental Health Professional Practice 2025/2026

Description



Postgraduate Certificate in Approved Mental Health Professional Practice

***The University of Manchester
School of Health Sciences
Nursing, Midwifery and Social Work Division***

Programme Information 2025/26 Academic Year

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CONTACT INFORMATION

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Division of Nursing, Midwifery and Social Work

The Division of Nursing, Midwifery and Social Work is recognised for delivering world-class teaching and research across nursing, midwifery, social work and related disciplines. We currently provide undergraduate and postgraduate education to more than 2,000 students in close partnership with the NHS and are ranked as the 7th best university in the world at which to study nursing (QS World University Rankings 2023).

Our research excellence was recognised by the results of REF 2021 and is underpinned by the production of collaborative, high-quality and impactful research which aims to improve health and social care at local, national and international levels.

This handbook is to be read in conjunction with the [SHS Student Handbook](#).

PROGRAMME OVERVIEW

Welcome to the Postgraduate Certificate in Approved Mental Health Professional Practice, we hope that you very much enjoy the time on the programme and we are here to support you in any way that we can.

We recognise that embarking on the programme can be a significant commitment and we wish to support you as much as we can.

During your time as a student you can take advantage of the student support systems from the wider university and we encourage you to do that. We aim to ensure that your individual learning needs are met to enable you to complete the programme successfully. We aim to support you in terms of all reasonable adjustments that are required for you on placement as well as individual considerations.

The University has a number of support avenues in place:

Disability Advisory and Support Service ?? [Disability Advisory and Support Service \(The University of Manchester\)](#)

SHS Student Hub ?? [SHS Student Hub Sharepoint site](#)

Wellbeing and Counselling Service ?? [Counselling and Mental Health Service \(The University of Manchester\)](#)

In addition to the formal support structures on offer we are able to provide individual support to students as we are experienced in understanding the needs of workbased learners. We have good relationships with your employers and liaise with them regularly.

The programme is designed to meet the statutory AMHP Competencies as set out in Schedule 2 of the Mental Health Act 1983. As such it complies with the statutory and policy requirements for the role.

A fundamental tenet of the programme is the integration of practice and theory both being underpinned by evidence based and research informed theory. All of the details of the practice placement are available in the Learning, Teaching and Practice Handbook.

Ours is an inclusive programme irrespective of professional background. The course is designed around principles of human rights based mental health practice which incorporates principles of anti racist and anti discriminatory practice throughout the teaching, which extends into the practice placement

Postgraduate Certificate in Approved Mental Health Professional Practice

The Postgraduate Certificate in Approved Mental Health Professional Practice comprises of 4, 15 credit compulsory units, a practice placement and a portfolio. The portfolio is the evidence of competence. It is marked as a pass or fail and is zero credit rated. In order to pass the Practice portfolio, students must meet all the requirements and competencies outlined in the Practice Learning Handbook and be deemed competent by their Practice Educator. Once all 4 course units, and the practice portfolio have been passed the student then will be awarded the Postgraduate Certificate in Approved Mental Health Professional Practice.

The Postgraduate Certificate in Approved Mental Health Professional Practice is approved by [Social Work England](#). This is the qualification which enables you to be eligible to be approved by a local authority as an AMHP.

Overall Understanding of the Programme

To become an effective Approved Mental Health Professional it is necessary to have a high level of knowledge and understanding about mental health problems. It is also necessary to be knowledgeable about the kinds of treatments that are available, how these are delivered to service users, and what their effects and outcomes are likely to be. It is essential that you are able to make complex decisions that are legally literate and place human rights at the centre of your practice. It is essential that you are able to identify and challenge discrimination in the course of carrying out your role as an AMHP.

The Approved Mental Health Professional (AMHP) is the final decision maker in a process that can ultimately lead to the detention of a person in hospital and for that person to be given treatment for against their wishes. International convention and legal precedent demand that such far-reaching powers should be counter-balanced by appropriate legal safeguards to ensure the individual's human rights are respected.

In deciding whether to make an application for detention, the AMHP has to balance a person's autonomy and rights to freedom from interference by the state against the identified risks arising from their current condition.

The teaching on the Certificate is devoted to these vitally important issues, and is backed up by supervised practice within the employing agencies. The Approved Mental Health Professional must be able to work well with professionals from other disciplines, and our programme is committed to promoting the highest standards of multi-disciplinary practice. The multi-disciplinary approach permeates all our teaching and is an explicit feature of each of the programme's teaching units.

The programme is based on principles of human rights based mental health practice utilising principles of equality, diversity and inclusion.

The structure of the programme follows a pattern of six teaching days for each unit spread across 10 months. The practice placement can occur at any point that the student is registered on the programme to meet operational need. We work closely with employers to ensure that all parties are aware of the requirements and needs of the practice placement. The details of this are in the Learning, Teaching and Practice Handbook.

Degree Regulations

Further information can be found within the SHS handbook [here](#).

The following guidance should be read in conjunction with the regulations policy document.

Criteria for Awards

Award Postgraduate Certificate

To obtain a Postgraduate Certificate in Approved Mental Health Professional Practice the student must have accrued 60 Credits.

As specified in the exemptions, the awards of Postgraduate Certificate degrees are based upon credit accumulation using a **pass mark of 50%** for which there is no classification other than pass/fail. Upon successful completion of the taught units and the practice placement the student will be awarded a Postgraduate Certificate in Approved Mental Health Professional Practice.

Exit Awards

Exit awards are available for students who do not satisfy the criteria for the programme they are registered on or who need to exit the programme early due to unforeseen circumstances.

- If the Student successfully completes all of the 4 units (accruing 60 Credits), but not the Practice Portfolio, the student can exit with a Postgraduate Certificate in Critical Approaches to Mental Health Theory. ***This certificate does not enable you to be approved as an AMHP.***
- To be considered for a PG Certificate Approved Mental Health Professional Practice (60 credits; exit) students must have accrued 60 credits across the programme and pass the Practice Portfolio.

Please note the pass mark for course units making up the Postgraduate Certificate exit awards is 50%.

Compensation

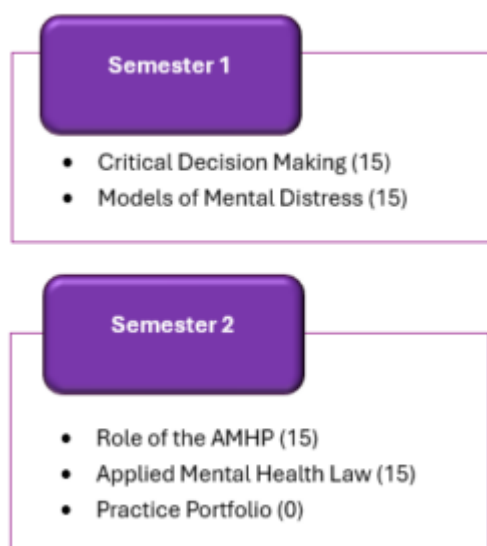
Compensated credit is not permitted on the Postgraduate Certificate (Approved Mental Health Professional Practice and Critical Approaches to Mental Health Theory). This means that you have to pass all of the taught units. The pass mark is 50%, except for the practice portfolio where it is pass or fail.

Reassessment

Where the overall unit mark is below the pass mark (50%) reassessment may be taken.

Students may be referred in up to half of the total taught credits. The combined total number of credits referred cannot exceed half the taught credits.

PROGRAMME STRUCTURE



The Units

More details on each module, can be found on our website:

- [Critical Decision Making](#)

- [Models of Mental Distress](#)
- [Role of the AMHP](#)
- [Applied Mental Health Law](#)

The delivery of the teaching is face to face, on campus.

Practice Learning for the Postgraduate Certificate in Approved Mental Health Professional Practice

See The Practice Learning Handbook for details.

STUDENT PROGRESS AND ASSESSMENT

Personal Details

It is important that the Students ensure that the Programme is provided with up-to-date home and work addresses. It is also the responsibility of the Student to notify other relevant University offices of any change of address.

Monitoring Attendance and Wellbeing of Students

The teaching day is 9.30am – 4.30pm with breaks throughout.

You are required to attend all of the taught element of the course and to actively engage with your academic advisor, unless alternative arrangements or flexibility in attendance has been agreed for individual students, if unavoidable circumstances such as illness prevents you from attending or if absence has been authorised. This includes both on-campus teaching as well as online/blended, distance or remote learning modes of delivery.

If you are not able to attend the taught sessions you must let your employer know in the same way that you’d let them know if you weren’t at work. If you miss any sessions it will be your responsibility to ensure that you have made up the learning. You will need to let the unit lead and your academic advisor know how you have made up the learning. We have a process in place for this which will be discussed at induction and in each of the units.

Students who have a less than 80% attendance for their lectures (i.e. they have missed more than 1 day) can be refused the opportunity to complete the assessment.

If you are encountering issues or difficulties the sooner that we know the sooner we can address them. Please get in touch with your academic advisor or with Anna Beddow the programme director and we will work together to find a solution.

Attendance at all placement days is mandatory. Any days not attended must be replaced to achieve the threshold of fifty days. If the student is absent from placement this must be reported to both the academic advisor and the placement. This will be checked at mid placement stage.

If your attendance is deemed to be too low, someone from the Student Support and Wellbeing team will be in touch to check in with you and make sure that you are ok. If the poor attendance continues without a valid reason, your Academic Advisor will be informed. If there is still no improvement in your attendance, you will be asked to a meeting with your Programme Director. This is in line with the university policy on monitoring attendance.

Management of Assessments

Detailed guidance on assessment throughout the programme is available in the Learning, Teaching and Practice Handbook. Throughout the programme you will be given detailed support on all the matters associated with assessment for this programme.

Assessed work will be marked anonymously therefore don't forget to include your student number within your assignment **and** within the uploading title. See appendix 1 for additional information regarding the grading structure.

Only **ONE** document can be uploaded for submission therefore students **MUST** ensure they submit the correct one, as substitutes will **NOT** be allowed.

For any student who has cited throughout their summative assessment submission but failed to provide a reference list, the assessment will be marked, following which a 10% reduction will be applied by the marker. A comment will be provided by the marker, in the feedback, noting the lack of a reference list.

Pre-recorded Presentation Assessments

It is acceptable, without penalty, for you to submit an assignment via pre-recorded presentation within a range that is plus 10% of the set time limit.

If you present an assignment via pre-recorded presentation with a time exceeding the specified time limit+10%, the assignment will be marked but 1% will be deducted from this mark for every minute over the limit.

Referencing – The Harvard System

Accurate referencing of all written work is essential as it enables readers to (i) assess the accuracy of the writer's interpretation of source material; (ii) check the writer's integrity; and (iii) easily seek out material that may be of interest to their own studies. All assignments completed for this programme of study are required to have a reference list.

Though there are many referencing/bibliographical systems around, the Harvard system is the system adopted by many of the prestigious social work and social science journals. More importantly, it is the system, which the Division of Nursing, Midwifery & Social Work has adopted.

This means that it is the only system, which is acceptable for any work submitted by students within the Division. Please see the [Library's Referencing Guide](#).

External Examiners

The External Examiner for this Programme is:

Name: Kelly Alexander

Institution: University of Brighton

Position: Senior Lecturer in the School of Humanities and Social Science

STUDENT SUPPORT AND GUIDANCE

HOW WE WILL SUPPORT YOU

As a programme team we know that undertaking AMHP training can be a challenge and can be stressful at times.

We have developed skills and expertise specific to your training and so are happy to offer individual support for you to complete the programme not only competently but happily also.

We work to an open door policy be that the actual doors to our offices or our virtual doors, and we want you to be in touch with us when the need arises and we will respond as quickly as possible.

We will offer you a minimum of two tutorials for each semester, but please don't feel you have to wait for scheduled meetings to be in touch. Email, phone, teams, zoom and of course face to face meetings are all options.

Study Days

It is recommended that students are given adequate study time and be offered appropriate supervision and guidance throughout the programme. Students are permitted 2 Study Days per unit, as per the Employment Support Form, signed by the student and their employer.

Graduation

Further information can be found within the SHS handbook [here](#).

Due to submission deadlines of final works for the majority of students, records will be presented at the September / November Board of Examiners and students will be invited to join the December Graduation Ceremony in Manchester.

Student Feedback

We aim to take feedback both formally and informally in a variety of ways to improve the student experience. We will discuss this more fully in induction.

A full list of student services can also be found at: [A-Z of Student Services](#)

Please be aware that it is your responsibility to familiarise yourself with the academic policies, procedures and guidelines governing the University of Manchester's postgraduate taught

courses.

PROGRAMME MANAGEMENT

Further information can be found within the SHS handbook [here](#).

The Programme Director is Anna Beddow and she has the day-to-day responsibility for the management and administration of the Programme. The Staff involved in the functioning of the Programme meet regularly for Staff Group meetings, and all staff and students are encouraged to contribute suggestions and comments at any time in the Programme.

The Programme Management Committee

The Programme Management Committee will be composed of the Programme Director, members of Academic Staff from the course and representatives of Health and Social Service agencies who are funding Students on the Programme. The Committee aims to have input from service users and carers and students. . The Programme Management Committee is responsible for:

- Overall management of the Programme
- Reviewing the Programme Structure, Curriculum Content, Professional Practice and Teaching Methods
- Monitoring, maintaining and enhancing standards of the Programme. Ensuring that the Programme is responsive to any changing internal or external requirements
- Maintaining effective partnership with employers in the organisation and delivery of the Programme
- Establishing and overseeing the Programme Examination Board.
- Receiving, considering and responding to feedback from: Students, External Examiners, Employers and Service Users and Carers
- Day-to-day management of Student affairs and contacts
- The External Examiner's Report will be discussed at the Programme Management Committee. The Committee meets twice per annum, with extra meets as appropriate.

The Professional Practice

All funding agencies will be asked to nominate a member of staff with responsibility for Mental Health training to be a member of the coordinators group. This group is chaired by the Programme Director. Whilst each employing agency is responsible for the Professional Practice arrangements for their own students/employees, the coordinators group reviews common arrangements and concerns.

Standards and consistency between employers in Professional Practice placements

Ensuring that Employers understand and implement the requirements for Professional Practice.

The Coordinators group normally meets three times per annum.

As this is a professional programme in line with professional requirements student and their employers are expected to be of good conduct character and health to undertake the training. We will monitor this at admissions and at intervals throughout the programme. We will expect students and their employers to make us aware of any concerns in relation to this.

In line with professional expectations we would expect and support students to be aware of and action any concerns which would constitute whistleblowing concerns, Each student should take responsibility for being aware of their employers policies in relation to this. We will monitor the availability of policies to students and expect that their own professional standards are met and maintained in relation to this.

Confidentiality of Students

For those students training as AMHPs, and who are seconded to this by their Agency and with their Agency practice support, there must be an open dialogue between University, Agency and Student. The dialogue must be transparent and issues of concern shared with all parties on a need to know basis.

APPENDIX

Appendix 1 – Postgraduate Marking

The aim is to complete your marking within 15 working days and will have to be ratified by an Academic Board. All assignments are marked once. All fails, those above 70% and all borderlines plus 10% of the rest are double marked.

Marking is anonymous

The External Examiner sees all fails, firsts, plus 10% of all the assignments marked.

BAND	MARKING CRITERIA
	EXCELLENT (allows award of Distinction)
90%-100%	Exceptional work, nearly or wholly faultless for that expected at Masters level.
	EXCELLENT (allows award of Distinction)
80%-89%	Work of excellent quality throughout.
	EXCELLENT (allows award of Distinction)
70%-79%	Work of very high to excellent quality showing originality, high accuracy, thorough understanding, critical appraisal, and very good presentation. Shows a wide and thorough understanding of the material studied and the relevant literature and the ability to apply the theory and methods learned to solve unfamiliar problems.

GOOD PASS

60%-69% Work of good to high quality showing evidence of understanding of a broad range of topics, good accuracy, good structure and presentation, and relevant conclusions. Shows a good knowledge of the material studied and the relevant literature and some ability to tackle unfamiliar problems.

PASS

50%-59% Work shows a clear grasp of relevant facts and issues and reveals an attempt to create a coherent whole. It comprises reasonably clear and attainable objectives, adequate reading and some originality.

FAIL , POTENTIALLY COMPENSATABLE

40%-49% Work shows a satisfactory understanding of the important programme material and basic knowledge of the relevant literature but with little or no originality and limited accuracy. Shows adequate presentation skills with clear but limited objectives, and does not always reach a conclusion.

FAIL,

30%-39% Work shows some understanding of the main elements of the programme material and some knowledge of the relevant literature. Shows a limited level of accuracy with little analysis of data or attempt to discuss its significance.

FAIL

20%-29% Little relevant material presented. Unclear or unsubstantiated arguments with very poor accuracy and understanding.

CLEAR FAIL

0-19% Work of very poor quality containing little or no relevant information.