**BACP Course Accreditation Scheme**

**APL Changes Application**

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| Declaration of honesty |
| **Sign and date below to confirm that your application is true and complete.**  I declare that as far as I know, our application contains only true information. I hereby authorise the officers of BACP to make such enquiries as they consider necessary to verify the information given.  I understand that if any incorrect, incomplete or plagiarised information is discovered, our application for course accreditation may be invalidated and the application withdrawn. Such matters may also be referred for consideration under the Professional Conduct Procedure or the Article 12.6 procedure as appropriate.  I agree to the current [Terms & Conditions](https://www.bacp.co.uk/docs/pdf/15007_t&cs%20course%20accred%20v3%20july%202017%20final.pdf) for course accreditation as set out by BACP (copy available on request).  **Signed:** **Dated:** |

### BACP Fair Processing Notice

BACP is committed to complying with the GDPR and the DPA 2018. We only use the information you give us for the purposes specified on this form and laid out in detail in the BACP Privacy Notice. We will only hold the information for as long as we need it to carry out the task for which it was given. You have rights under current legislation to limit or prevent the processing of your data and to have access to this information. We never sell your personal information to third‑parties but may need to share your details with suppliers who work on our behalf. To find out more about how we use your personal data, any third‑parties we may share it with and your rights in relation to it, [see our privacy notice here](https://www.bacp.co.uk/privacy-notice/).

**COURSE CONTACT DETAILS**

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| --- | --- | --- |
| **Full title of course applying for APL changes** | | |
|  | | |
| **Name of training provider** | | |
|  | | |
| **BACP organisational member number** |  |  |
|  | | |

**APPLICATION CONTACT PERSON**

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| --- |
| **Name** |
|  |
| **Job title / role on course** |
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| **Direct telephone** |
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| **Email address** |
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| **APL Changes Rationale** |

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| **Please provide a rationale for the proposed APL change, which must include why/how the course considers the change to be a development of the existing accredited course.** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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### ****B9. Accreditation of Prior Learning (APL) procedures****

***If the course seeking accreditation admits students after the start of the course via APL procedures, it must submit evidence in support of B9.***

### B9.1

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| **The course seeking accreditation will have clear, written and published procedures for the admission of students via APL.** |

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| **How is this criterion met?** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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B9.2 ***please address each individual sub criterion - these appear separately in order below***

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| **The course must provide a rationale for:** |
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| **i. The points of entry where students can be APLd onto the course.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **ii. The maximum percentage possible to APL onto the course for any cohort.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **iii. How internal consistency within the course will be maintained.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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**B9.3 *please address each individual sub criterion - these appear separately in order below***

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| **The APL procedure must demonstrate how the course assesses a potential student’s:** |
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| **i. Suitability for the training offered.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **ii. Ability to demonstrate ‘reflective practitioner’ qualities.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **iii. Ability to form a working alliance with the course team and existing student group.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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### B9.4

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| **The hours which can be admitted by APL will not exceed 150 hours or a third of the programme, whichever is the greater number of hours.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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### B9.5

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| **The course must require APL’d students to undertake a minimum of 100 hours of supervised client work whilst on the course.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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**BACP ASSESSMENT REPORT**

***Courses please leave this entire section blank***

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| **Materials assessed** | |
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| **Assessor comments and additional findings** | |
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| **Summary of assessment findings** | |
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| **Conditions imposed and their deadlines** | |
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| Where a course fails to meet a criterion or sub criterion, the assessor will specify a condition to be met before accreditation can be awarded. Each condition must be evidenced satisfactorily by the deadline shown in order for accreditation to be awarded. If further information is not satisfactory or is not submitted by the final deadline date, the course’s conditional accredited status will be withdrawn. | |
| **Recommendations made** | |
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| Recommendations are made with regard to course development and improvement but are not conditional for course accreditation. Please use the next Annual Monitoring Report to show how they have been considered and addressed. | |
| **Assessment outcome** | |
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| **Report ratified for BACP by** | |
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| **Date signed** | |
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| Courses are reminded that the title of the course given in this application is the title by which BACP will recognise the course. Courses should be sure to replicate this title on any correspondence and reports regarding the course and certification for graduates. | |
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| The published Terms and Conditions for course accreditation apply to all courses currently accredited under this scheme. The Terms and conditions are subject to change and maybe updated from time to time as notified by BACP. It is the course’s responsibility to keep up to date with current requirements. | |
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| A course may not continue to be accredited if it fails to meet all criteria for the course accreditation scheme. | |

(October 2018)