

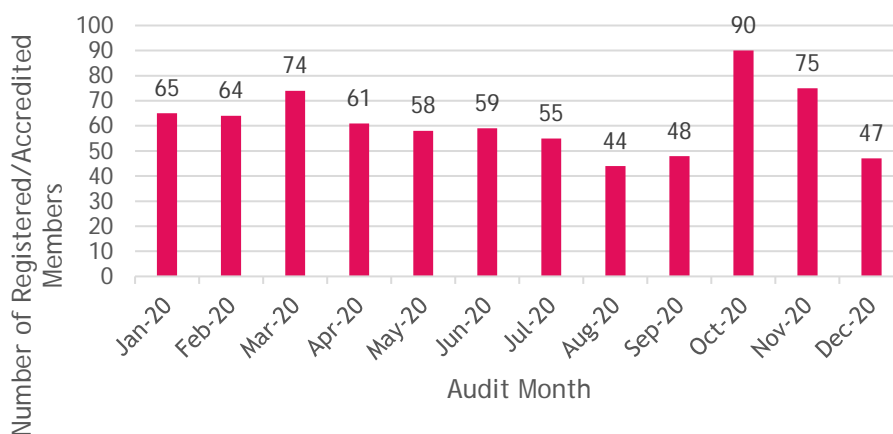
# Audit data report 2020

Members who have been on the Register for over a year are eligible to be audited for continuing professional development, supervision and indemnity insurance. Those that have been previously selected will not be selected again within the next 24 months. This also includes members new to the Register.

Members are asked to participate in the audit process in advance of their renewal month, where a six week timeframe is given for members to submit their documents. In each month, we select 2% of members who are due for renewal.

Graph 1 shows the number of members who were selected for audit from January to December 2020.

**Graph 1. Number of Registered/Accredited Members selected for audit between January to December 2020**

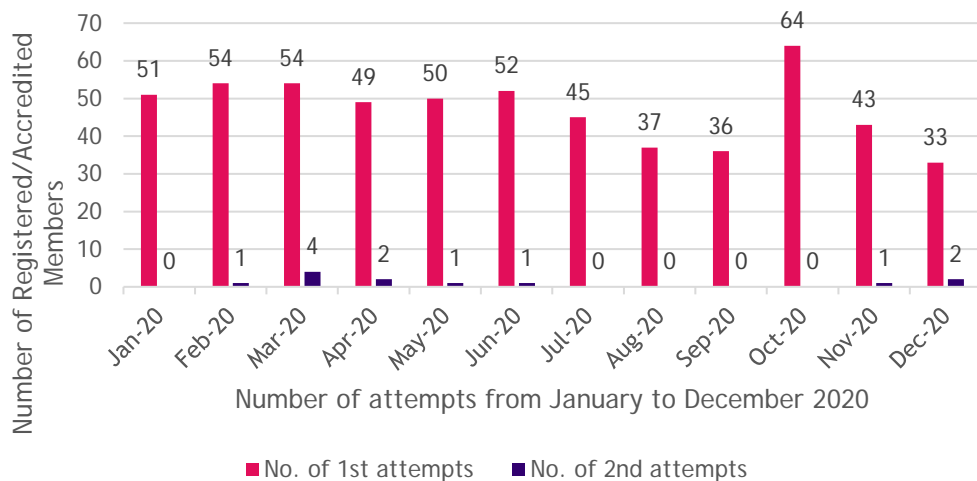


From the number of members who have been selected for audit, 98% passed on their first attempt and 2% passed on their second attempt, from January to December 2020. Graph 2 shows the individual number of attempts of members who passed their audit across this time period.

Members of the Register team complete a pre-assessment check to ensure that all of the required information has been provided and so we address some areas at this stage. When the audit continues for full assessment those members who did not pass on their first attempt were asked to provide further information for one or more of their audit documents. For instance, members have been asked to provide an amended CPD record as this was completed for the incorrect timeframe. Some members were also asked for further information in relation to their Supervision when there were gaps in their record. However, as demonstrated in Graph 2, the percentage of members passing on their first attempt is high.

Of those who have passed their audit, 4 have been issued a letter of advice in the period from January to December 2020. This process is in place when there is evidence that there may have been a low impact breach to the register terms and conditions that was minor or technical. Advice is given to avoid the likelihood of repetition. In 2020, this was particularly related to Supervision and/or Indemnity insurance.

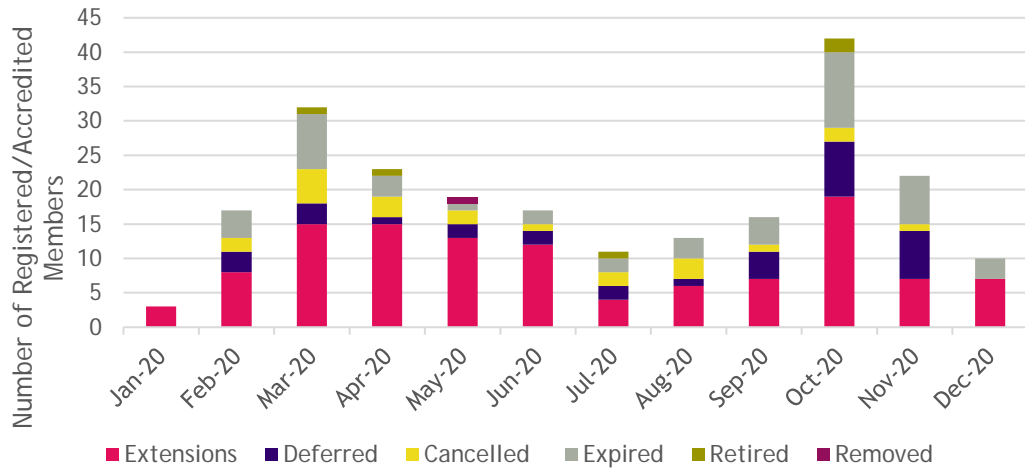
**Graph 2. Members who passed their Audit based on number of attempts from January to December 2020**



Some members who were selected for audit could not complete the audit process at all or on time due to personal circumstances. The COVID-19 pandemic also had an impact on this and BACP decided to take a flexible approach to deadlines. In these cases, their audit was either deferred or extended. Graph 3 shows that most members requested extensions from February to June 2020, and also in October 2020.

Members who moved to the retired category or whose membership had lapsed were not required to complete the audit process. Members who did not engage with the audit process following multiple communications, such as phone calls and emails, were eventually removed from the register. One member in May 2020 was removed from membership for these reasons. However, this member eventually complied with the register requirements and their membership was re-instated some months later, after passing the audit.

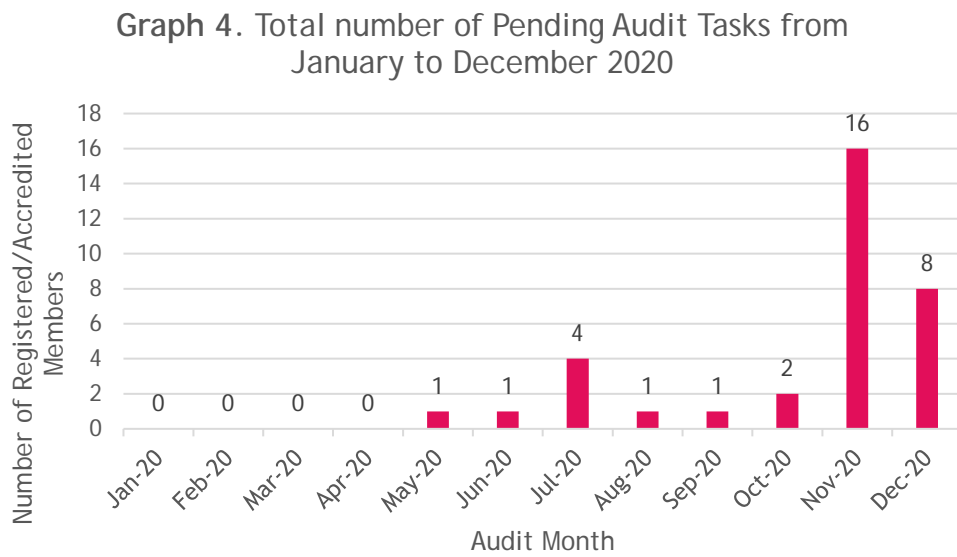
Graph 3. Audit process from January to December 2020



Audit process from January to December 2020 - text version:

Month	Extensions	Deferred	Cancelled	Expired	Retired	Removed
Jan-20	3	0	0	0	0	0
Feb-20	8	3	2	4	0	0
Mar-20	15	3	5	8	1	0
Apr-20	15	1	3	3	1	0
May-20	13	2	2	1	0	1
Jun-20	12	2	1	2	0	0
Jul-20	4	2	2	2	1	0
Aug-20	6	1	3	3	0	0
Sep-20	7	4	1	4	0	0
Oct-20	19	8	2	11	2	0
Nov-20	7	7	1	7	0	0
Dec-20	7	0	0	3	0	0

Graph 4 shows the number of audit tasks remaining from January to December 2020.



Currently, there are a high number of pending audit tasks from November to December 2020, due to some submissions yet to be assessed, extensions, and waiting for some members to submit. However, where there is an audit pending, we are in regular contact with the members concerned to support them in completing the audit process.