**BACP Course Accreditation Scheme**

**Changes of Facilities/Premises Policy**

BACP acknowledges that the facilities and/or premises concerned with the delivery of a BACP accredited course may need to change over time. This change may be prompted by the training provider’s preference for a certain venue, internal reasons such as increased recruitment or catchment area, or external causes such as leasing or funding issues.

Facilities at a course venue are assessed as part of the accreditation assessment visit to the course (Criterion B2.4 - see below). Therefore, BACP should be informed as soon as possible when a training provider proposes to change the accommodation or location for its accredited course. In this way, BACP can assess whether the course will continue to meet the criterion above after the changes are being introduced.

If there are any other changes involved, such as to the staff team/management structure or placement arrangements for students, please let us know as soon as possible. It might be necessary assess these changes under a different procedure if criteria other than B2.4 are involved (e.g. Criterion A6 if accredited staff members are replaced by non-accredited colleagues).

### Submission

**B2.4 The course must provide appropriate accommodation and teaching and learning resources, library facilities, and other learning support facilities for students plus access to appropriate recording equipment.**

(Accreditation of Training Courses 2009, 5th edition - amended 2012)

The training provider should submit written documentation to BACP which describes how the accredited course will continue to meet the criterion above as a result of the change in facilities and/or premises.

Appropriate documentary evidence should be provided where necessary.

If there are no other changes to the course apart from the above, please confirm this when you submit your application.

The assessor may request further information from the course based on the information submitted for consideration.

You may email your submission and any attachments to: [accred.course@bacp.co.uk](mailto:accred.course@bacp.co.uk)

### Assessment

BACP will make an assessment of the rationale and any accompanying documentation submitted. We may arrange to visit the facilities as part of the assessment process.

A course visit should last for no more than four hours and will include a tour of facilities and discussion time with representatives of the staff team. Wherever possible, the course provider will receive some verbal feedback on the day.

**Fee:** assessment is free of charge unless the assessors deem a visit is necessary in which case you would be liable to pay for assessor travel expenses.

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