

# Role Profile

**Role title:** Accreditation Assessor

**Reports to:** Lead Accreditation Assessor (LAA)

**Job purpose:** To apply BACP standards for accreditation across its accreditation schemes (individual, courses, and services).

## Dimensions:

**Financial:** n/a

**Staff:** n/a

**Other:** The work involves assessing six individual accreditation schemes (Initial, Senior Counsellor/Psychotherapist, Senior Supervisor: individuals, Senior Supervisor: groups, Senior Children & Young People, Senior Healthcare). The work also involves assessing accreditation schemes for counselling courses and counselling services, including initial accreditations, renewals, and course/service changes.

Applications come from individual counsellors/psychotherapists, counselling course staff and counselling service staff.

## Principal accountabilities:

1. Assessing initial and senior individual accreditation applications and resubmissions against identified criteria
2. Providing reports on initial and resubmitted applications for onward dispatch to applicants and/or moderators
3. Assessing and appraising accredited courses and services (initial, renewal and changes) against identified criteria, raising any concerns in a timely manner to the LAA
4. Visiting courses to meet with teaching staff and students to seek clarification on the delivery of the course to ensure these meet the criteria
5. Writing to courses and services seeking accreditation (initial, renewal and changes) requesting further information as required, writing reports detailing the conditions necessary for successful completion of the application to support all applications
6. Liaising with moderators over wording and decisions regarding reports
7. Undertaking tele-surgeries as required with BACP members seeking clarity on deferral reports, facilitating greater understanding of applicants' reports, whilst representing and upholding the values and views of BACP and its accreditation scheme/s.
8. Implement agreed decisions and adjustments agreed at standardisation meetings

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9. Assisting the LAA in developing, implementing and monitoring accreditation standards and procedures
10. Undertaking ad hoc extra duties, e.g. rewording of deferral report templates, as required and to agreed timescales.

## **BACP Principal accountability**

- To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication.

## **Context:**

**Operating environment:** The service is the assessment and award of a nationally recognised quality standard. Customers for the service are individual counsellors/psychotherapists, counselling courses and counselling services. Competition comes from accreditation schemes run by other professional bodies such as UKCP and NCS and from other bodies which quality assure courses and services. These include examining bodies, other QA schemes (PQASSO, for example) insurance companies, local authorities and others.

**Framework & boundaries:** The role needs to be carried out to apply BACP standards for the accreditation of individuals (initial and senior accreditations), courses and services are met and maintained. The work needs to be carried out within the context of BACP policies generally, notably BACP's accreditation criteria for the accreditation schemes, *Ethical Framework for the Counselling Professions*, Good Practice guidelines and competency standards.

**Organisation:** see org chart

## **Relationships:**

**Direct reports:** no direct reports.

**Manager:** Bi-monthly for standardisation meetings with LAA and other employed assessors. Monthly 121s, regular team meetings

**Internally:** Regular contact with the accreditation office staff in relation to queries raised by applications or generally in relation to a batch. Regular contact with Course and Service Officers in relation to course and service accreditation schemes and batch allocation. All these contacts are usually by email or phone. Occasional contact at organisational training events and staff days as agreed between LAA and the jobholder

**Externally:** Contact with members is via tele surgeries for the individual accreditation scheme, through the written accreditation reports, and occasional contact at BACP events such as Making Connections. Assessors also respond to queries from course staff, and take part in accreditation in-person and remote visits to counselling courses and services. This contact is mainly by email but also includes phone calls and meetings.

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The role includes occasional participation in events such as the Course Accreditation Day.

## Knowledge & experience:

- To be in post assessors are required to be:
- An accredited member of BACP
- A qualified counsellor or psychotherapist in current practice
- Experienced in delivering therapy, supervising case work and/or experienced as a trainer
- Familiar with a range of theoretical approaches/modalities
- Substantial experience in assessment and standardisation processes to established criteria, coupled with the ability to analyse and summarise information and complex issues into a clear, concise, accurate and accessible form
- Excellent inter-personal skills with an ability to communicate at all levels, including effective and clear verbal communication by telephone, face to face and presentations
- A high level of ability in written and spoken English to write clear and concise feedback to applicants
- Excellent planning and organisational skills, with an ability to work on own initiative and manage multiple tasks; to organise and prioritise own workload whilst adhering to agreed deadlines
- An ability to engage with, and contribute actively to development and change within the assessment and standardisation processes
- An ability to mentor and train newly employed staff in assessment processes; collaborate and support others
- A professional demeanour, experience and flexibility to conduct external assessments within higher/further education; liaising with course leaders; chairing meetings and challenging established processes

## Job challenge:

The most challenging part of the job is managing a changing and complex workload across the very different schemes. A wide set of specialised skills are required to manage this from the ability to critically assess submissions to the agreed standard, manage time sensitive workload, the ability to respond to course staff in a developmental yet often challenging way, and the planning and delivery of course visits.

## Additional information

This is a specialised role, which requires new members of staff, regardless of their skills and experience, to have a very thorough induction and on-going training to master the assessment of the different schemes. The role involves working off site