

BACP Register Audit

Annual Report

2014 – 2015

30th November 2015

Table of Contents

Executive Summary	5
Introduction	7
Overview of the Register audit	8
What did the Register audit assess?	8
How was the audit assessed?	8
Deadline extensions	8
Deferrals	8
Who was audited?.....	9
CPD Analysis	12
Supervision Analysis	19
Pass and Fail Rates	23
Lapsed/cancelled membership.....	24
Removal of registration	24
Appeals	25
Assessment feedback	26

List of tables

- Table 1:** The gender of the total number of registrants on the BACP Register (p9)
- Table 2:** The number of registrants selected for audit in 2014-15 (p9)
- Table 3:** The total number of registrants in each age group compared to number of auditees (p10)
- Table 4:** CPD themes that auditees followed in 2014-15 (p13-14)
- Table 5:** CPD activities that auditees completed in 2014-15 (p15-16)
- Table 6:** The relationships between themes and activities that were significant for 10 people or more (18)
- Table 7:** The cumulative frequencies of the three examples, the number and the percentage of auditees who undertook each theme (p20)
- Table 8:** The number of auditees using each type of supervision delivery (p20)
- Table 9:** The number of auditees who passed the audit process on the first, second and third attempts (p23)
- Table 10:** The gender of auditees who passed the audit process on the first, second and third attempts (p23)
- Table 11:** The accredited status of auditees who passed the audit process on the first, second and third attempts (p23)
- Table 12:** The number and percentage of lapsed/cancelled membership of auditees (p24)
- Table 13:** The number of removals from the BACP Register in relation to gender, within the time period stated (p24)
- Table 14:** The accredited status of auditees removed from the BACP Register (p24)

List of graphs

- Graph 1:** The number of registrants selected for audit each month from January 2014 to December 2015 (p9)
- Graph 2:** The gender of auditees selected in 2014-15 (p10)
- Graph 3:** The accredited status of registrants as at 16 November 2015 (p11)
- Graph 4:** The accreditation status of auditees, within the time period stated (p11)
- Graph 5:** The number of CPD activities undertaken by accredited and non-accredited auditees (p17)
- Graph 6:** The percentage of auditees who used between one and six forms of supervision (p21)
- Graph 7:** The percentage of auditees having between 0-2001+ minutes in supervision over the year being audited (p21)
- Graph 8:** The accredited status of auditees in relation to the number of supervision minutes undertaken (p22)

Abbreviations

BACP	British Association for Counselling & Psychotherapy
The Authority	Professional Standards Authority for Health and Social Care
COP	Certificate of Proficiency
CPD	Continuing Professional Development
EF	Ethical Framework for Good Practice in Counselling and Psychotherapy
RAB	Register Advisory Board
UKRCP	United Kingdom Register of Counsellors and Psychotherapists

Executive Summary

This is the first BACP Register Audit Report. The report is intended to provide a review of the BACP Register audit process and presents information regarding the Register's audit of 316 registrants between 31 March 2014 and 1 April 2015.

The audit selection is a random process to ensure that all registrants have an equal chance of being selected for audit. A small number of registrants have been selected more than once since the first BACP Register audit took place, which reflects the random nature of the audits.

As the BACP Register audits started in November 2013, this report comprises one full financial year. However, moving forward, the aim is to provide a three-year rolling report.

Key findings:

- The current number of registrants equates to approximately 63% of the total BACP membership.
- 84% of registrants were female and 16% were male, which reflects the gender split of BACP membership as a whole.
- Monthly figures for audits peaked in spring and autumn in line with membership/registration renewal.
- The effect of accredited status on audit was difficult to ascertain during this time period as initially the Register was mainly composed of those accredited members who had transferred over from the BACP's UK Register of Counsellors & Psychotherapists (UKRCP). We should have more informative data on this for the next report.
- Auditees were randomly selected. This first report shows that the total number of auditees in each age group reflected the number of registrants as a whole in each age group.
- The 51-60 age group had the highest number of both the total number of registrants and auditees. As expected, this reflects the number of auditees in the same age group who have lapsed or cancelled their registration, been removed from the Register, as well as the number of auditees who have passed the audit on their first or second attempts.
- 81% of auditees passed the audit on the first attempt, 12% on the second attempt and 1% on the third attempt. The remaining 6% of auditees either lapsed/cancelled membership (4%), were removed for not complying with the audit process (1%), or deferred their selection for audit (1%).
- Only four registrants have been selected more than once since the first Register audit took place.
- There were four removals (1%) from the BACP Register following failure to meet the standards of the Register audit. One registrant offered their resignation of membership following failure to meet the standards of registration.
- Auditees maintained their CPD by various means including, primarily, learning new techniques/theoretical view points and self-care/awareness. CPD themes were carried out in a number of ways, principally via lectures/seminars, reading and workshops.

- There was little difference between the amount of supervision reported by accredited and non-accredited auditees. Many had far more than the 90 minutes-a-month minimum supervision required by the BACP Accreditation Scheme.
- The Audit Assessment team commented on the extremely high quality of audit submissions by the vast majority of auditees, testament to the dedicated professionalism of BACP registrants.

Introduction

The British Association for Counselling & Psychotherapy (BACP) is a registered charity and membership organisation of over 44,000 members; it sets standards for psychological therapy practice and provides information and guidance to both members and the public.

In 2013 the BACP Register of Counsellors & Psychotherapists became the first psychological therapists' register to be accredited under a scheme set up by the Department of Health and administered by an independent body, accountable to Parliament.

The scheme means that, for the first time, members of the public can choose a counsellor or psychotherapist belonging to a register approved by the Professional Standards Authority for Health and Social Care, known as 'The Authority'.

The aim of the BACP Register is to protect the public by providing access to counsellors and psychotherapists who are trained, qualified and dedicated to high standards. Any practising BACP member who is not a registrant, or not working towards becoming a registrant, must achieve registered status within a specified time frame. If they do not achieve registered status, they will not be allowed to continue in membership.

In addition, all those on the Register are bound by the Ethical Framework for Good Practice in Counselling & Psychotherapy and must agree to the Register's terms & conditions on an annual basis, including those relating to insurance, CPD and supervision:

5. I confirm and agree that I will ensure that I have adequate, current and ongoing professional indemnity insurance sufficient for my area(s) of practice.

6. I confirm and agree that I will ensure that I undertake and record continuing professional development (CPD) in line with the Register's requirements and will abide by and fully co-operate with the Register's CPD audit procedure, as may be varied from time to time.

7. I confirm and agree that I will ensure that I have appropriate supervision in place and will abide by and fully co-operate with the Register's supervision audit procedure, as may be varied from time to time.

8. I confirm and agree that I will notify my supervisor(s) that the Registrar of the BACP Register of Counsellors and Psychotherapists (hereinafter referred to as 'the Registrar') may make contact to confirm that I have appropriate supervision in place. I hereby agree, if requested, to provide the Registrar with details of my supervisor(s), who may be contacted and I agree to give authority to that supervisor(s) to disclose such information that the Registrar may require, and I further hereby give full and complete authority to the Registrar to contact that supervisor(s) to request such information as may be required in accordance with the supervision audit.

Some registrants have also sought a higher level of quality assurance through the BACP Accreditation Scheme and those registrants are clearly marked as 'accredited' on the BACP Register.

The current total number of registrants is 27,374. This is approximately 63% of the total BACP membership.

Overview of the Register audit

When a registrant renews their registration, they need to confirm that they continue to meet the standards of the Register by signing the terms and conditions.

Following sample size research, the BACP Register set the percentage of registrants to be audited at 2.6 each month. This figure allows the Register team to gain a good picture of registrant engagement with the terms and conditions as well as giving confidence that Register standards are being met.

Aside from monitoring compliance with the terms and conditions, information from the audit is used to gather statistical data and trends. This information (anonymised to respect registrant confidentiality), may also be passed on to different departments in BACP for further development such as CPD events or professional guidance documents.

What did the Register audit assess?

Registrants selected for audit are asked for the past year's records relating to the following Register requirements:

- CPD
- Supervision
- Contact details for supervisor/supervisors
- Indemnity insurance.

Auditees during 2014-2015 had 35 days' notice from the date of the audit to provide the required evidence for the audit. If auditees did not submit information by the submission deadline, they received a letter from the Registrar informing them that their name had been suspended from the BACP Register. Auditees were then given 16 days to respond before their name was removed permanently from the Register.

Audit information was assessed against the standards of the BACP Register by a member of the Register team.

How was the audit assessed?

The audits were assessed by a member of the Register Assessment team against the standards required by the Register's terms and conditions. Further information about the standards can be found in the CPD Guide and Supervision guide available on the BACP Register website.

Deadline extensions

Understandably, some auditees had extenuating circumstances, which meant an extension was appropriate.

In 2014-15, 21 auditees (6%) were given an extension.

Deferrals

We recognised that, due to unavoidable/extenuating circumstances, some registrants needed to defer their audit. We granted a deferral or extension after discussing circumstances with the auditee by email or telephone.

In 2014-15, two auditees (1%) were granted a deferral.

Who was audited?

Anyone who had been on the BACP Register for more than a year was eligible for audit and, if selected, was asked to submit information.

Table 1: The gender of the total number of registrants on the BACP Register

Gender	Number of registrants	% of total registrants	% of total membership
Female	23,043	84%	84%
Male	4,331	16%	16%

Table 2: The number of registrants selected for audit in 2014-15

	2014 – 15
Number of registrants selected for audit	316

Graph 1: The number of registrants selected for audit each month from January 2014 to December 2015

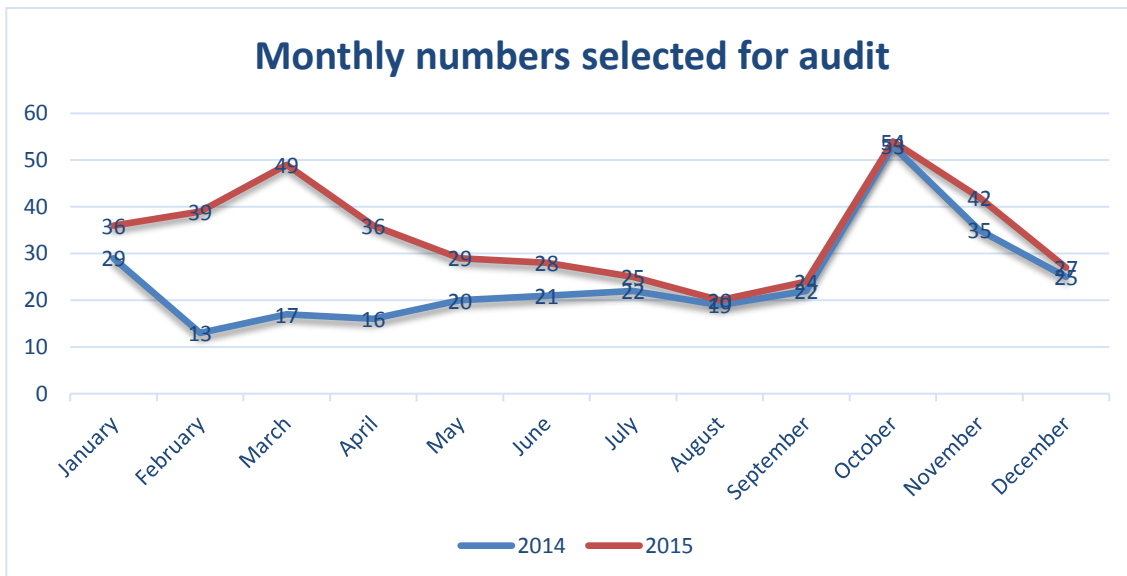
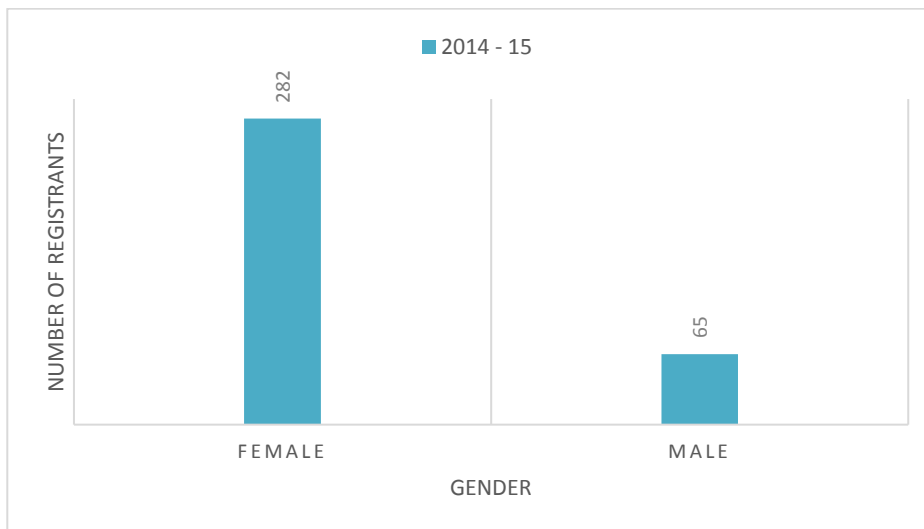


Table 3: The total number of registrants in each age group compared to number of auditees

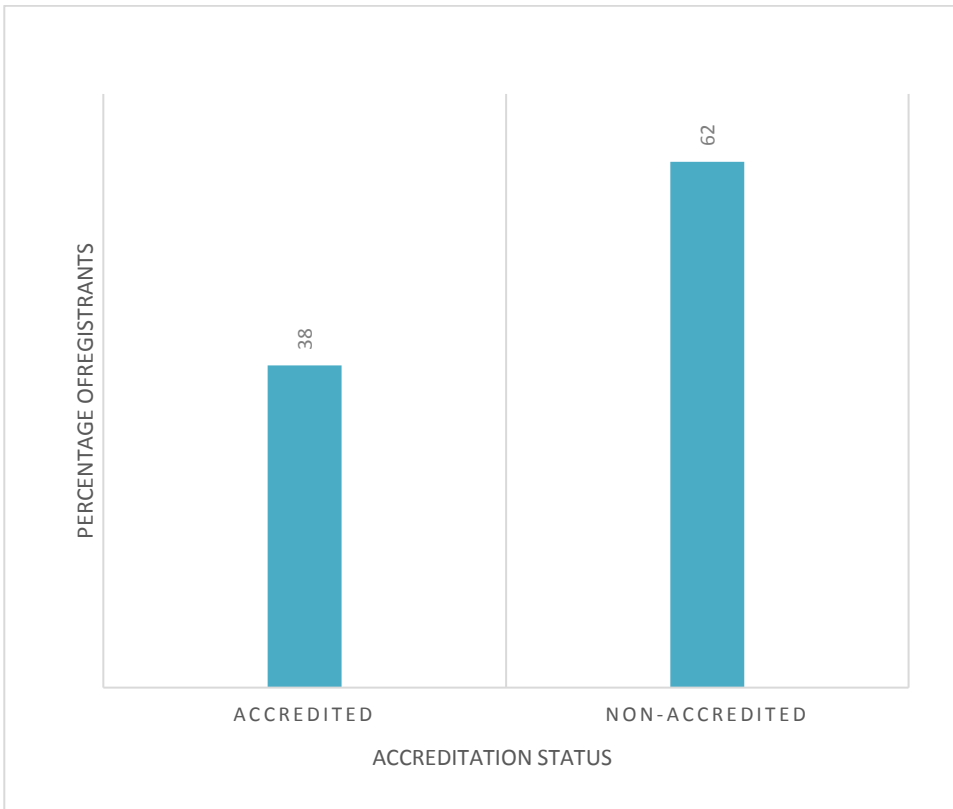
Age in years	21 - 30	31 - 40	41 - 50	51 - 60	61+	Unknown	Total
Number of registrants	380 (1%)	2,619 (9%)	6,900 (26%)	9,804 (36%)	5,909 (22%)	1,570 (6%)	27,182
Auditees (% within group)	3 (1%)	30 (1%)	69 (1%)	139 (1%)	79 (1%)	27 (2%)	347

Graph 2: The gender of auditees selected in 2014-15



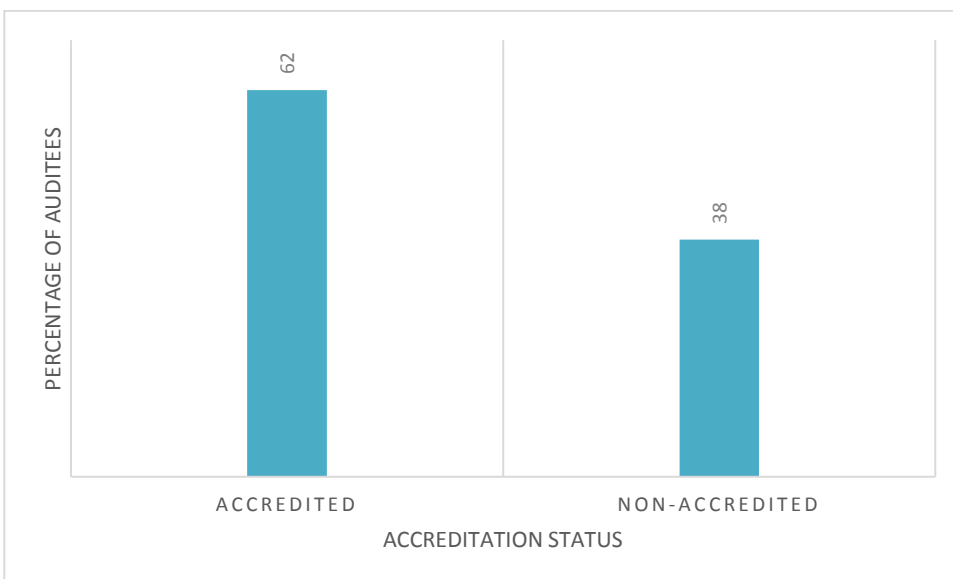
*Please note that the total number of auditees was 347 in Table 3 and Graph 2 because personal data was stored separately to CPD and Supervision data. There were 31 data sets in the CPD and Supervision data which were deemed as unreliable during analysis so these sets were deleted.

Graph 3: The accredited status of registrants as at 16 November 2015



Please note that this graph may differ in future reports since there were more accredited members on the Register in 2014-15; the Register was still in its infancy and accredited members had been transferred from the UKRCP. This would explain why we see in Graph 4 that more accredited members were audited.

Graph 4: The accreditation status of auditees, within the time period stated



CPD Analysis

As part of the audit process, registrants were required to give details of CPD planning and CPD activities. In order to analyse this information for the annual report, CPD plans and activities were grouped and given numerical codes. The codes for CPD have been created based on the list of examples in the 'CPD Guide to Audit' and were also based on common themes amongst the auditees.

Table 4: CPD themes that auditees followed in 2014-15

Theme	Frequency of themes	Percentage of the total number of themes
Learning new theoretical view point / new technique	456	27%
Self-care / self-awareness	136	8%
Working with children / young people / schools / families	115	7%
Working in private practice	106	6%
Working with difference – learning difficulties / disabilities / ethnicity / sexuality / dyslexia	95	6%
Working with trauma	82	5%
Supervision training / facilitating training / coaching	71	4%
Networking / promoting service / committee work / joining organisations	49	3%
Mindfulness	54	3%
Working with CBT	45	3%
Working with couples / divorce	43	3%
Working within organisations / with colleagues	57	3%
Suicide awareness / self-harm	41	2%
Bereavement / death / terminal illness	30	2%
Peer supervision or support	30	2%
Keeping up to date with the profession	41	2%

Unplanned activity	35	2%
Working with abuse / DV / child abuse / sexual abuse	42	2%
Working with addiction or substance misuse	34	2%
Government policy / legislation with mental health / data protection / safe-guarding	33	2%
Working with depression	20	1%
Neuroscience	16	1%
Online work	16	1%
Working with eating disorders	24	1%
Transactional Analysis	9	1%
Working with anxiety or stress	4	0%
Working with sexual dysfunction / behaviour	2	0%
Dealing with ethical issues	5	0%
Total number of themes	1,691	

The frequency of themes above indicates that learning a new theoretical view point / technique was the predominant theme undertaken.

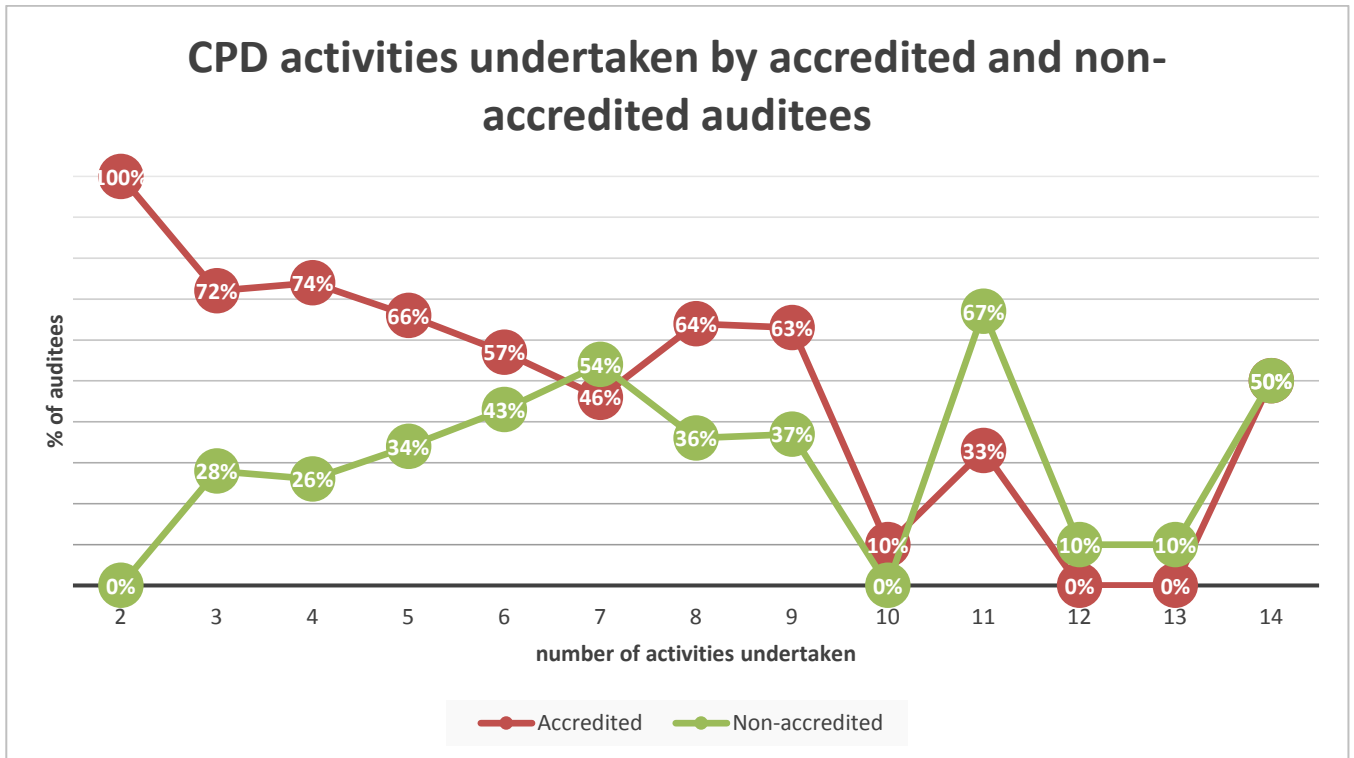
Table 5: CPD activities that auditees completed in 2014-15

Activity	Frequency of activity	Percentage as a total number of activities
Lectures / seminars / courses / diploma / degree / master's / training course attendance	412	26%
Reading	265	17%
Workshop / masterclass attendance	231	15%
Self-care activities	92	6%
Meetings / fairs	94	6%
Peer supervision / support / discussion group	77	5%
Updating knowledge through TV / radio / web	82	5%
Conference attendance	58	4%
E-learning CPD modules / online activities	43	3%
Giving conference / workshop presentations	54	3%
Not yet completed	35	2%
Placement / job	27	2%
Writing articles / papers / online publications	36	2%
In service / in house training	9	1%
Organising specialist group / facilitating	15	1%
Retreats / weekend workshops (live in)	15	1%

Committee work	7	0.5%
Participation in other interest group	1	0.1%
Mentoring / co-facilitation	1	0.1%
Expert witness work	0	0%
Supervising research	0	0%
N/a	0	0%
Work shadowing	6	0%
Total number of activities undertaken	1,560	

The frequency of activities above indicates that reading and attending lectures and workshops were the principal activities undertaken.

Graph 5: The number of CPD activities undertaken by accredited and non-accredited auditees



Not all registrants listed all CPD activities, as the standards state that registrants only need to state “a range of CPD activities relevant to current or future practice” (see Registrant’s guide to CPD on the Register website).

Many themes and activities as shown in Graph 2 were related, but many only accounted for a small number of auditees. Therefore, these were excluded from the graph. Data was included when relationships between themes and activities were found for 10 or more auditees

Table 6: The relationships between themes and activities that were significant for 10 people or more

Theme		Activity
Mindfulness	↔	Training* / reading
Trauma	↔	Training / reading / workshops
Suicide	↔	Training
Children	↔	Training / reading / workshops
CBT	↔	Training
Working with difference	↔	Training / TV-radio-web / workshops
Couples	↔	Training
Abuse	↔	Training
Supervision training	↔	Training
Online work	↔	Peer support
Addiction	↔	Training
Keeping up to date	↔	Training / reading
Theoretical	↔	TV-radio-web / workshops / writing
Organisations	↔	Training / meetings
Private Practice	↔	Meetings

*Training incorporates such things as lectures, courses, and workshops (see Table 5 for further data).

Supervision Analysis

Auditees were required to provide details of how they have developed as a result of supervision.

The audit requirement is to give three examples of how supervision has helped and supported auditees. For analysis purposes, examples were coded based on conveyed themes, with reference to the *Competence Framework for the Supervision of Psychological Therapies*:
https://www.ucl.ac.uk/pals/research/cehp/research-groups/core/competence-frameworks/Supervision_of_Psychological_Therapies

The codes were based on the following:

1. Educational/learning benefits - covers training, reading, workshops, other learning techniques etc.
2. Enhancing ethical practice - discussing ethical issues, concerns or dealing with breaks in confidentiality.
3. Fostering working with difference - dealing with issues such as ethnicity, sexuality, disability etc.
4. Helping to adapt to working within organisational difference - managing working relationships and management, managing work load if self employed
5. Maintaining a supervisory alliance - covers having a mutual bond, an agreement to supervisory tasks, having a structure to sessions, presenting clinical work, using a range of methods to give feedback, taking care of self, increasing self-awareness, giving reassurance and increasing levels of self-reflection.
6. Ability to gauge Registrant's level of competence as a supervisee - based on factual knowledge, clinical skills, ability to inform links between theory and practice to implement interventions. Dealing with complex cases, transference and countertransference, boundaries, new experiences, gaining further understanding following a session.
7. Ability for Registrant's supervisor to signpost to other specialists if Registrant's own knowledge is limited.

Table 7: The cumulative frequencies of the three examples, the number and the percentage of auditees who undertook each theme

Themes	Number of times given as an example	%
Educational / learning benefit	77	8%
Enhancing ethical practice	95	10%
Fostering working with difference	26	3%
Working with organisational difference	70	7%
Maintaining a supervisory alliance	242	26%
Gauging level of competence as supervisee	411	43%
Ability to signpost supervisee	6	1%
N/a	21	2%
Total	948	100%

The supervision record requires auditees to give details of the type of supervision they used:

- Individual ALL only (ALL denotes face to face, telephone and Skype)
- Group only (between two and eight group members)
- Peer only
- Individual ALL and group
- Individual ALL and peer
- Individual, group and peer

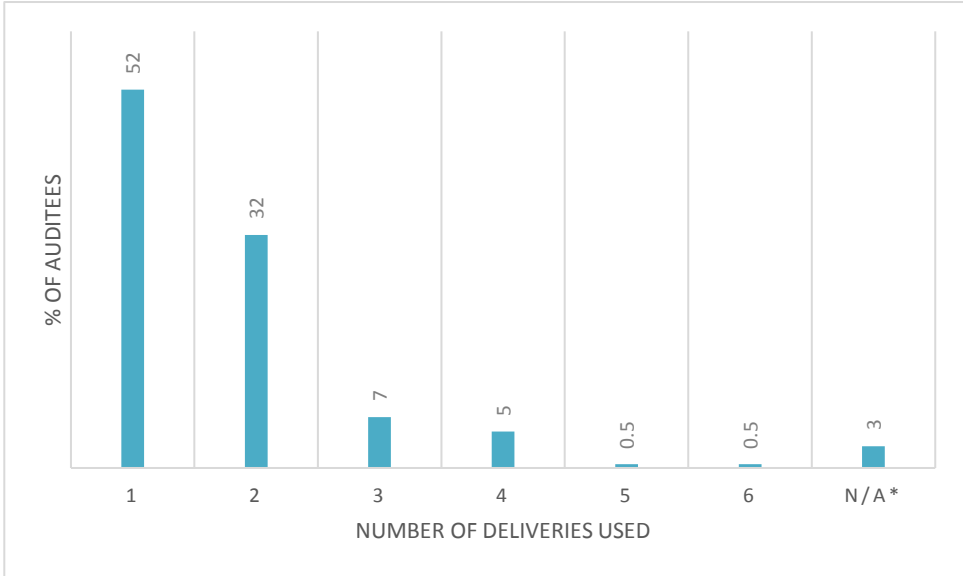
Table 8: The number of auditees using each type of supervision delivery

Supervision delivery	Number of auditees
Individual ALL only	173
Group only	11
Peer only	2
Individual ALL and group	77
Individual ALL and peer	31
Individual, group and peer	12
Not in practice	10

The 'Individual ALL only' category represents auditees using telephone supervision or face-to-face supervision. No registrants were using Skype as their only form of supervision. Those using Skype were also using other forms of support such as group or peer supervision.

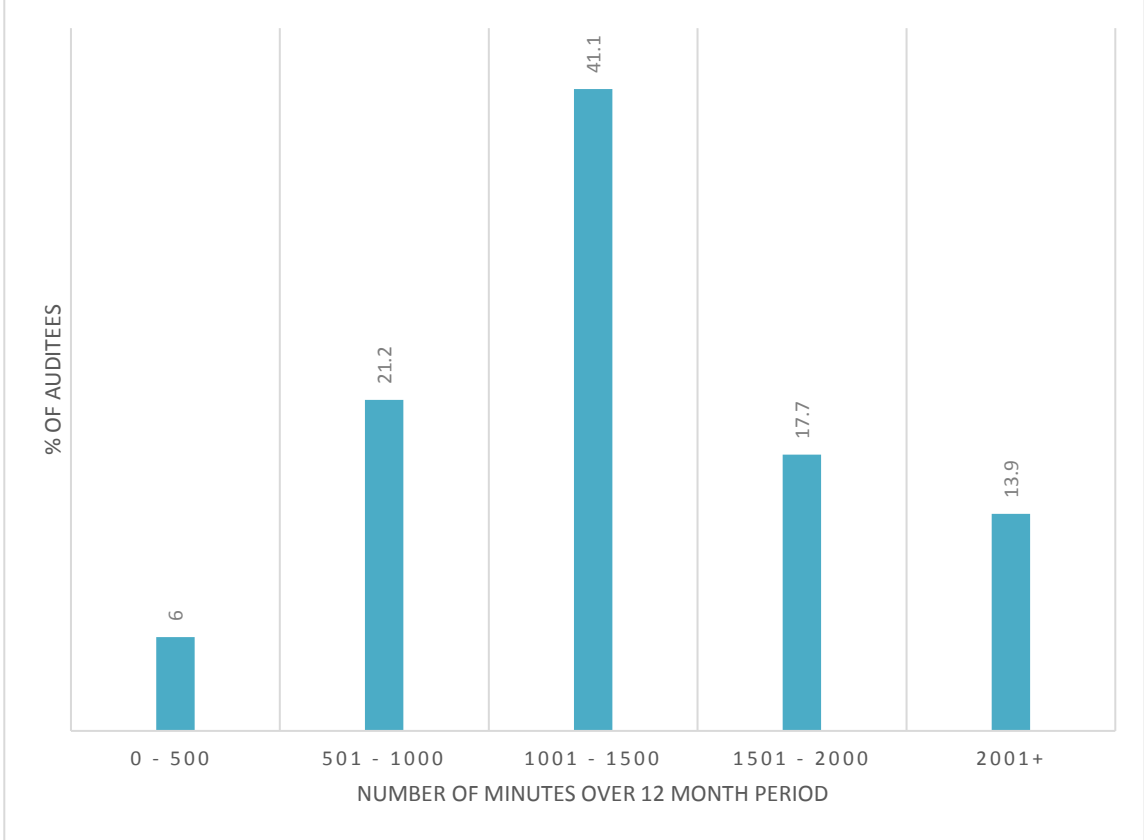
Please note that 10 auditees were not in practice and so were not having supervision during the time frame being audited.

Graph 6: The percentage of auditees who used between one and six forms of supervision

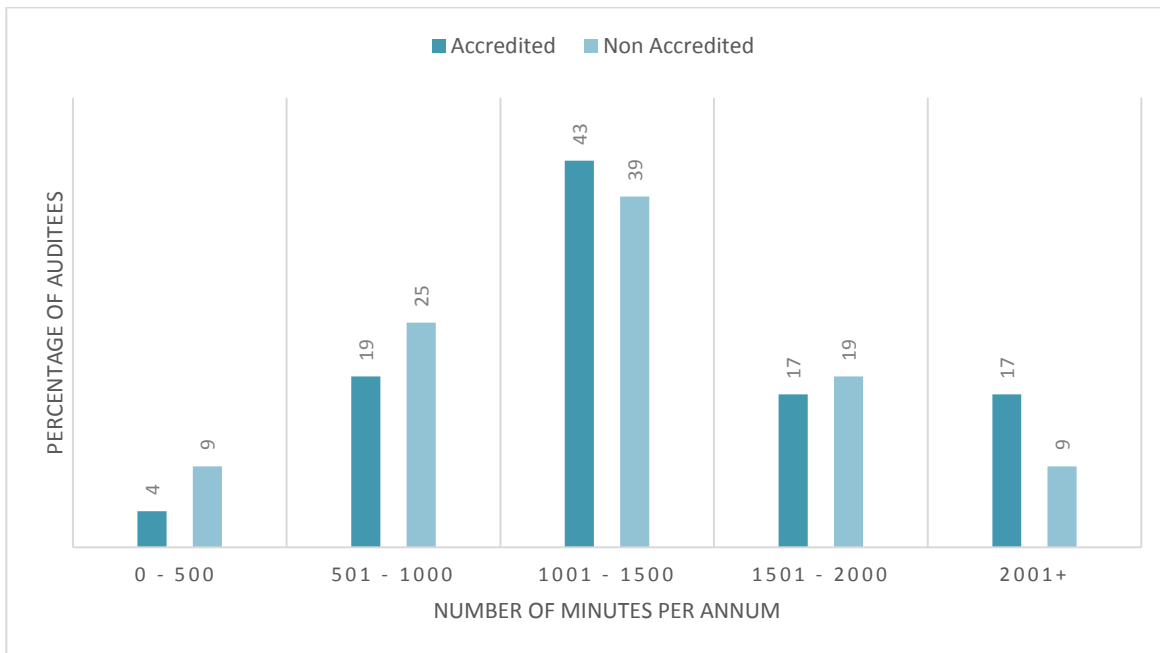


*N/A refers to non-practising registrants

Graph 7: The percentage of auditees having between 0-2001+ minutes in supervision over the year being audited



Graph 8: The accredited status of auditees in relation to the number of supervision minutes undertaken



1,080 minutes per year, which equates to 90 minutes per month, was the minimum amount of supervision to be undertaken by accredited registrants who had also been in practice for 12 months. Accredited members did not need to have a minimum of 90 minutes a month in supervision when not in practice.

Graph 5 demonstrates a positive finding since a high proportion of non-accredited members also undertook the same minimum requirements of supervision as accredited members.

Pass and Fail Rates

Auditees had three attempts to pass the audit process before removal from the Register.

Table 9: The number of auditees who passed the audit process on the first, second and third attempts

	Passed 1 st attempt	Passed 2 nd attempt	Passed 3 rd attempt
2014 - 15	280 (81%)	42 (12%)	6 (1%)

Please note the remaining 6% of auditees either lapsed/cancelled membership (4%), were removed for not complying with the audit process (1%), or deferred their selection for audit (1%).

Table 10: The gender of auditees who passed the audit process on the first, second and third attempts

	Passed 1 st attempt (% within group)	Passed 2 nd attempt (% within group)	Passed 3 rd attempt (% within group)
Female	229 (81%)	32 (11%)	5 (2%)
Male	51 (78%)	10 (15%)	0 (0%)

Table 11: The accredited status of auditees who passed the audit process on the first, second and third attempts

	Number of accredited auditees (% within group)	Number of non-accredited auditees (% within group)
Passed 1st attempt	182 (84%)	98 (75%)
Passed 2nd attempt	23 (11%)	19 (15%)
Passed 3rd attempt	2 (1%)	3 (2%)

Please note that the percentages do not always equal 100% since some auditees within these groups either lapsed, cancelled, deferred or were removed for not complying with the audit process.

Lapsed/cancelled membership

Table 12: The number and percentage of lapsed/cancelled membership of auditees

	Lapsed/cancelled membership	Female	Male
2014 - 15	13 (4%)	11	2

Removal of registration

Only four auditees (1%) were the subject of a decision to remove their name from the BACP Register. Those decisions were made because they had either retired and not been in practice for over three years, not met the standards for CPD requirements or not adhered with the requirement to submit information for audit.

Table 13: The number of removals from the BACP Register in relation to gender, within the time period stated

	Female	Male
2014 - 15	3	1

Table 14: The accredited status of auditees removed from the BACP Register

	Number of accredited auditees (% within accredited group)	Number of non-accredited auditees (% within non-accredited group)
2014 - 15	1 (1%)	3 (2%)

Of the four removals from the BACP Register, there was one registrant who offered their resignation after not meeting the standards for the Register.

Appeals

If an auditee did not meet the Register's standards following their third audit submission they were removed from the BACP Register.

No appeals were made during the time frame being covered in this report. However, a Registrant has the right to appeal within one calendar month of the date on the decision letter. There are two grounds on which a Registrant can appeal:

1. That the audit procedure has not been correctly followed
2. That your audit information has not been fairly and properly assessed against the Register's standards.

If a Registrant appeals a decision to remove registration in the future, this will be looked at by the Register Advisory Board (RAB).

Assessment feedback

The Audit Assessment team commented on the extremely high quality of the audits and the commitment to both CPD and supervision demonstrated by registrants throughout. This is reflected in the number of registrants passing first time and the additional positive comments that the team requested to be passed on to auditee in addition to the text of the standard pass letters.

We also asked members of the Assessment team for some general feedback based on the submissions they assessed. Below are some key points to consider when populating CPD and supervision records and when supplying information for audit.

Do...

- ✓ ...give as much detail as possible about CPD planning and activities you have completed or are completing. We are looking for information regarding how you have planned your CPD and how you have progressed as a result of completing each activity.
- ✓ ...give details that cover the previous 12 months. This includes showing that you were covered by indemnity insurance (if in practice) during that time.
- ✓ ...supply the information in an appropriate format. As a requirement for audit, CPD must be recorded in the CPD template. The supervision record can be supplied in your preferred format but all information should be covered within this.

Don't...

- ✗ ...include confidential information e.g. - names of patients/clients. Please ensure that all confidential information is anonymised before submitting.
- ✗ ...leave blank spaces within the CPD record or supervision record. If any information is missing, we will contact you for verification and this may increase the time you wait to receive your decision letter.
- ✗ ...supply information for the next 12 months. The audit requirements cover the previous 12 months, enabling registrants to show that they have had supervision and indemnity insurance, and have also planned and actioned CPD activities.

Appendices

- A. A registrant's guide to CPD
- B. A registrant's guide to supervision
- C. Formulae for calculation of supervision minutes