



BACP Register Audit

Annual Report

2015 – 2016

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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 second 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 441 registrants between 01 April 2015 and 31 March 2016.

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.

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 71% 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.
- Auditees were randomly selected. This 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.
- 86% of auditees passed the audit on the first attempt, 6% on the second attempt and 0.2% on the third attempt. The remaining 8% of auditees either lapsed/cancelled membership (3%), were removed for not complying with the audit process (2%), or were able to defer their selection for audit (3%).
- Eleven registrants have been selected more than once since the first Register audit took place.
- There were eight removals (2%) from the BACP Register following failure to meet the standards of the Register audit. 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.
- 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 organization 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 practicing 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.

It should be noted that the ethical framework for BACP was updated and amended as of 1st July 2016. As this audit is reporting between April 2015 and March 2016 the previous ethical framework has been referred to.

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 31,019. This is approximately 71% 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 2015-2016 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.

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 2015-16, 12 auditees (3%) 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 number of registrants selected for audit in 2015-16

	2015 – 16
Number of registrants selected for audit	441

Graph 1: The number of registrants selected for audit each month from April 2016 to March 2016

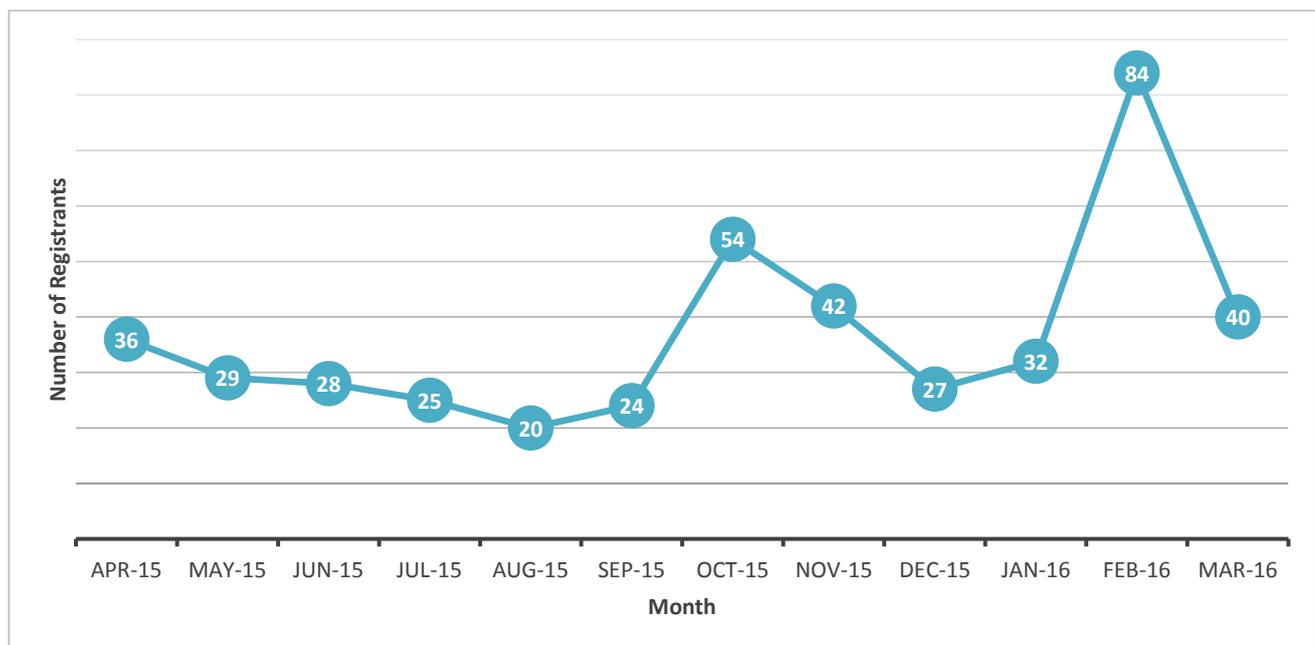


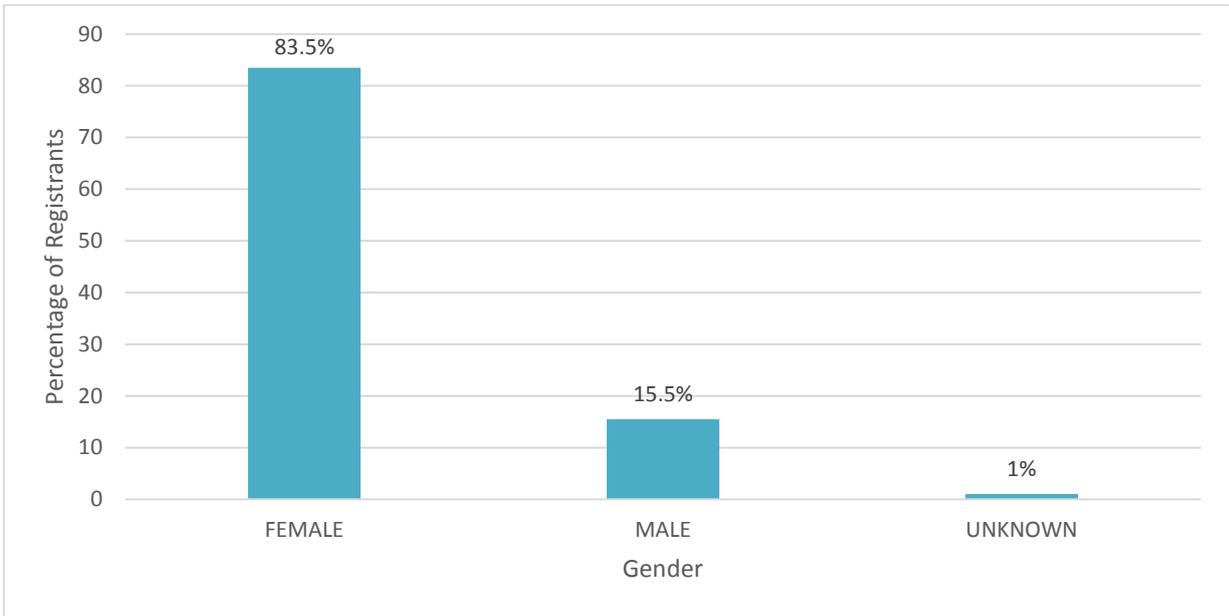
Table 2: The total number of registrants in each age group compared to number of auditees

Age Range	21 - 30	31 - 40	41 - 50	51 - 60	61+	Unknown	Total
Total Number of Registrants (% within the group)	597 (1%)	3346 (9%)	8411 (26%)	11,015 (36%)	6102 (22%)	1548 (6%)	31,019
Number of Auditees (% within group)	2 (1%)	39 (9%)	101 (23%)	166 (37%)	102 (23%)	31 (7%)	441

Table 3: The gender of registrants and auditees

Gender	Number of registrants	Number of auditees
Female	26,120	372
Male	4,895	69
Unknown	4	0

Graph 2: The gender of registrants as of 18 August 2016



Graph 3: The gender of auditees selected in 2015 – 2016

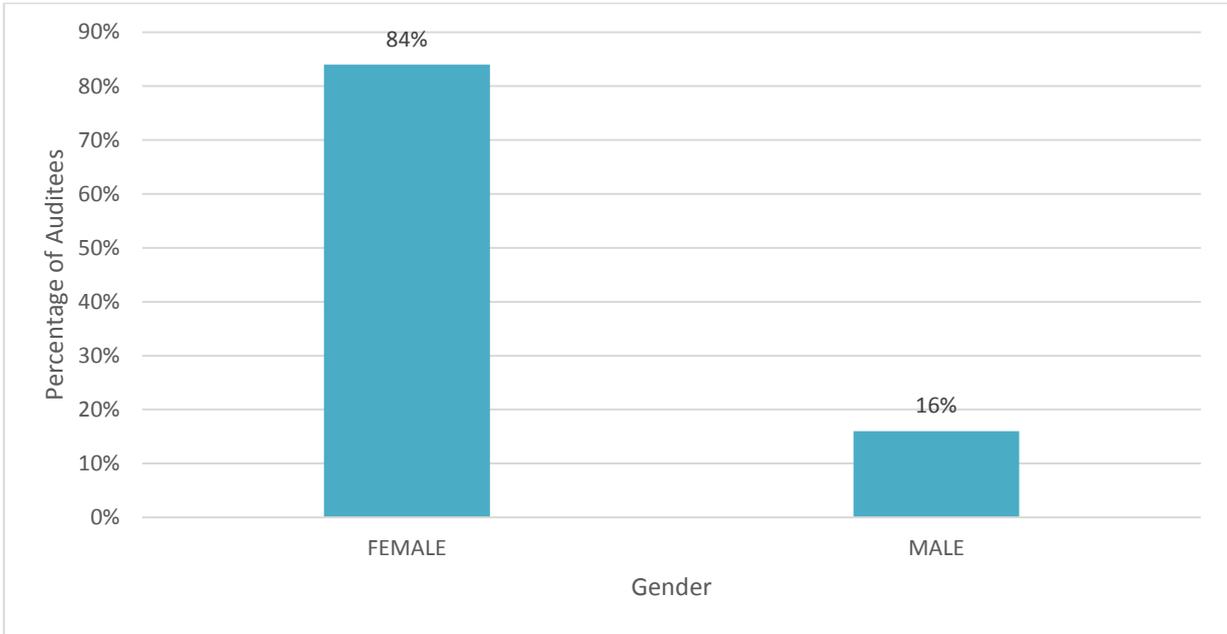
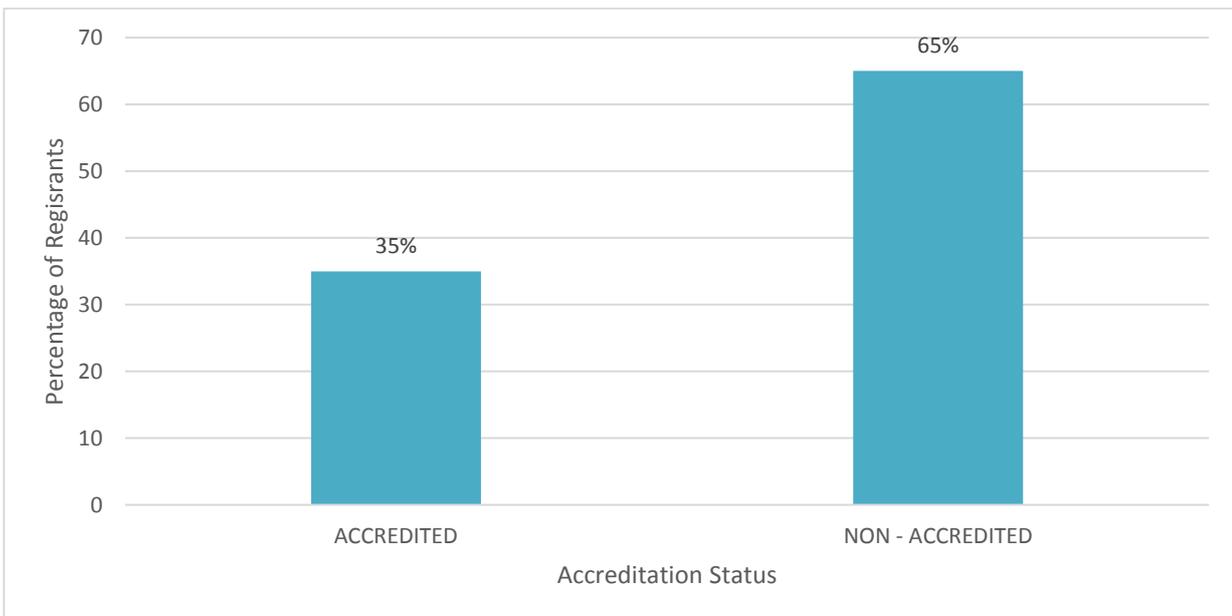


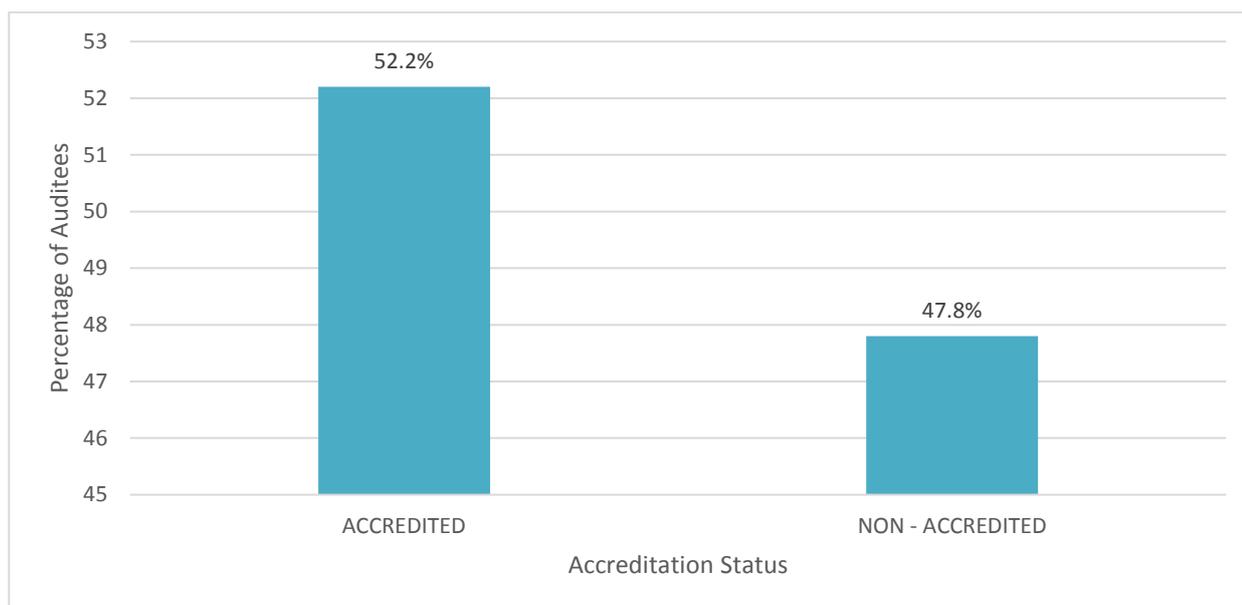
Table 4: The accredited status of registrants and auditees

Status	Number of registrants	Number of auditees
Accredited	11,006	230
Non - Accredited	20,013	211

Graph 4: The accredited status of registrants as of 18 August 2016



Graph 5: The accreditation status of auditees selected in 2015 - 2016



CPD Analysis

As part of the audit process, registrants were required to give details of CPD planning and CPD activities.

The Register defines CPD as:

“Any learning experience that can be used for the systematic maintenance, improvement and broadening of competence, knowledge and skills to ensure that the practitioner has the capacity to practice safely, effectively and legally within their evolving scope of practice. It may include both personal and professional development.”

The Register sees CPD as a cyclical process as shown below:



The Register focuses on what registrants have gained from CPD and is outcomes based. However, registrants are normally expected to undertake at least 30 hours of CPD per annum.

If selected for audit, auditees are required to send a copy of their CPD record using the template provided by the register. This can be viewed via the link: www.bacpregister.org.uk/supervision-Cpd

CPD records were assessed against the BACP standards for CPD:

1. Registrants must keep an up-to-date and accurate record of CPD activities using the template provided by the BACP register.
2. Registrants must record a range of CPD activities relevant to current or future practice.
3. Registrants must clearly show how they have reflected, planned, actioned and evaluated their development needs and indicate how this will have an impact on their practice.
4. Registrants must submit their record upon request.

Auditees are required to use the reflection and planning part of the CPD template to show what they wanted to achieve in the year. Information required included; what they needed to learn; how the learning would be relevant to their practice; what they might do in order to achieve this learning; what will the success criteria be and target dates for review and completion.

In order to analyse this information for the annual report, CPD plans 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 5: CPD themes that auditees followed in 2015-16

Theme	Frequency of theme mentioned in CPD	Percentage of theme mentioned in CPD
Learning new theoretical view point / new technique	632	25%
Self-care / self-awareness	203	8%
Working in private practice	172	7%
Working with children / young people / schools / families	138	6%
Working with trauma	111	4%
Working with difference – learning difficulties / disabilities / ethnicity / sexuality / dyslexia	107	4%
Mindfulness	102	4%
Supervision training / coaching	102	4%
Working within organisations / colleagues	101	4%
Networking / Promoting Service / Committee Work / Joining Organisations	98	4%
Keeping up to date with the profession	93	3%
Government Policy / Legislation / Data Protection / Safe Guarding	66	3%
Bereavement / Death/ Terminal Illness	60	2%
Working with abuse / DV/ Child Abuse / Sexual Abuse	58	2%
Working with addiction or substance misuse	57	2%

Working with couples / divorce	55	2%
Suicide Awareness / Self harm	54	2%
Working with CBT	43	2%
Online Work	38	2%
Working with eating disorders	38	2%
Neuroscience	37	1%
Working with depression	30	1%
Peer Supervision or Support	28	1%
Unplanned Activity	26	1%
Working with anxiety or stress	25	1%
Dealing with Ethical Issues	14	1%
Transactional Analysis	10	1%
Working with sexual dysfunction / behaviour	5	1%
Total number of themes	2,503	

The frequency of themes above indicates that learning a new theoretical view point / technique was the predominant theme undertaken by auditees. This was found to be consistent with both accredited and non-accredited auditees.

Auditees are required to use the action and evaluation part of the CPD template to show what they did to achieve their goals outlined in the reflection and planning section. Information required included; when was the learning activity completed; what did the auditee do; what was learnt; how will this be applied to practice; what will be the benefits and is any further action required within the next CPD cycle in relation to this learning area.

In order to analyse this information for the annual report, CPD 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 6: CPD activities that auditees completed in 2015-16

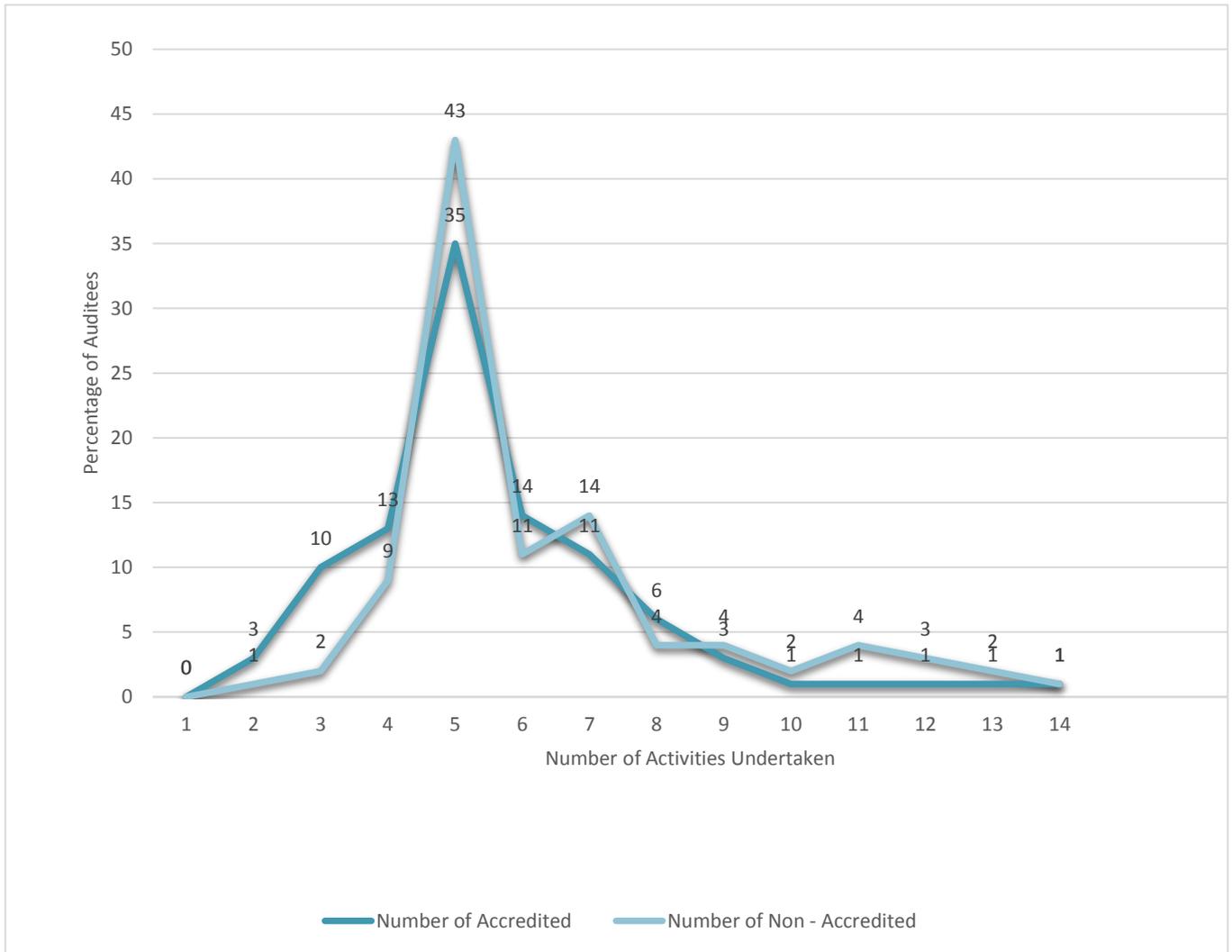
Activity	Frequency of activity mentioned in CPD	Percentage of activity mentioned in CPD
Lectures / seminars / courses / diploma / degree / master's / training course attendance	667	26%
Reading	424	17%
Workshop / masterclass attendance	354	14%
Meetings / Fairs	207	8%
E-learning CPD modules / Online Activities	149	6%
Self-care activities	141	6%
Updating knowledge through TV / radio / web	116	5%
Conference attendance	111	4%
Giving conference / Workshop presentations	86	3%
Not yet completed	79	3%
Peer Supervision / Support / Discussion group	77	2%
Writing articles / Papers / Online publications	41	2%
In Service / In house training	36	1%
Placement / Job	27	1%
Retreats / Weekend Workshops (live in)	21	1%
	8	0%

Committee work		
Organising specialist group	3	0%
Participation in other interest group	2	0%
Mentoring / co-facilitation	2	0%
Work shadowing	2	0%
Supervising research	1	0%
Total number of activities undertaken	2,554	

The frequency of activities above indicates that reading and attending lectures and workshops were the principal activities undertaken by auditees. This was found to be consistent with both accredited and non-accredited auditees.

Not all auditees 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). It was found that many auditees listed several activities for each theme.

Graph 6: The number of CPD activities undertaken by accredited and non-accredited auditees*



Graph 5 shows minimal difference in the number of CPD activities undertaken between accredited and non-accredited registrants.

The number of CPD activities undertaken in relation to auditee’s gender was difficult to ascertain during this time period as the coding for this was initiated partially through the auditing year. We should have more informative data on this for the next report.

*Please note that the total number of registrants selected for audit was 441 in Table 1 because personal data was stored separately to CPD and Supervision data. There were seven data sets in the CPD and Supervision data which were deemed as unreliable during analysis so these sets were deleted.

Table 7: The relationships between themes and activities that were significant for 10 people or more

Theme		Activity
Networking	↔	Training*
Mindfulness	↔	Training / reading / workshops
Self-care	↔	Training / reading / self-care activities
Trauma	↔	Training / reading / workshops
Suicide / self-harm	↔	Training / workshops
Bereavement	↔	Training / reading / workshops
Depression	↔	Training
Working with children	↔	Training / reading / workshops / meetings
CBT	↔	Training
Working with difference	↔	Training
Couples / divorce	↔	Reading / online activities / workshops
Abuse	↔	Training / reading / TV-radio-web
Supervision	↔	Training / giving conferences / reading
Neuroscience	↔	Reading
Online work	↔	E learning CPD modules / online activities
New theory / technique	↔	Training / writing articles / reading / workshops /TV
Eating disorders	↔	Training / workshops
Government policy	↔	Training / workshops
Private practice / retirement	↔	Training / workshops / reading / writing articles
Organisations / Colleagues	↔	Training / reading / meetings

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

Many themes and activities as shown in Tables 5 and 6 were related, but many only accounted for a small number of auditees, therefore these were excluded. Data was included when relationships between themes and activities were found for 10 or more auditees

Supervision Analysis

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

The Register defines supervision as:

“A specialised form of mentoring provided for practitioners responsible for undertaking challenging work with people. Supervision is provided to ensure standards, enhance quality, advance learning, stimulate creativity, and support the sustainability and resilience of the work being undertaken.”

The BACP standards for supervision are that registrants must understand the role and value of supervision and ensure they have appropriate supervision in place. Registrants must keep an up-to-date record of their supervision sessions which should include:

1. Date and duration of the supervision session.
2. Format of the session (e.g. peer, one to one, group) and the mode of delivery (e.g. face to face, Skype, telephone).
3. Work context to which the supervision relates.

Accredited registrants must maintain a minimum of one and a half hours of supervision each month. For non-accredited registrants a set number of hours is not specified as different registrants will have different requirements.

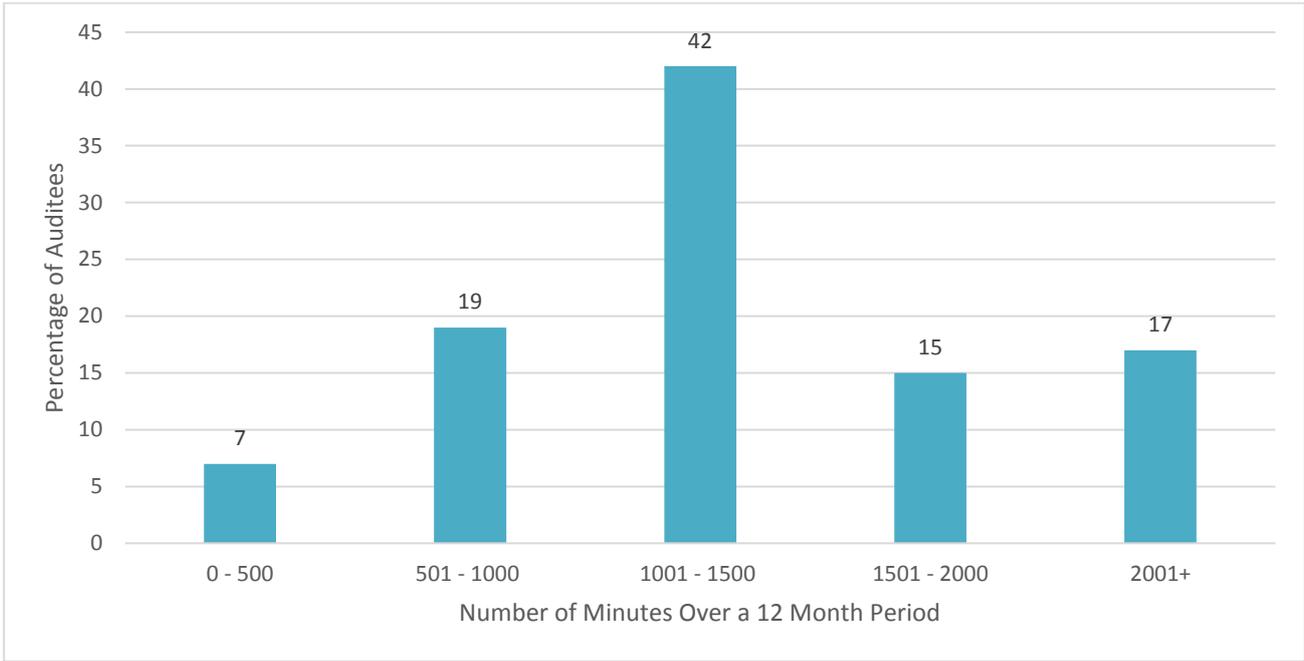
If selected for audit, registrants must also be able to demonstrate the impact of supervision by giving three examples of how supervision has helped and supported them in their practice. The Register has templates which registrants can use to record their supervision. This can be viewed via the link: www.bacpregister.org.uk/Supervision-Cpd

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

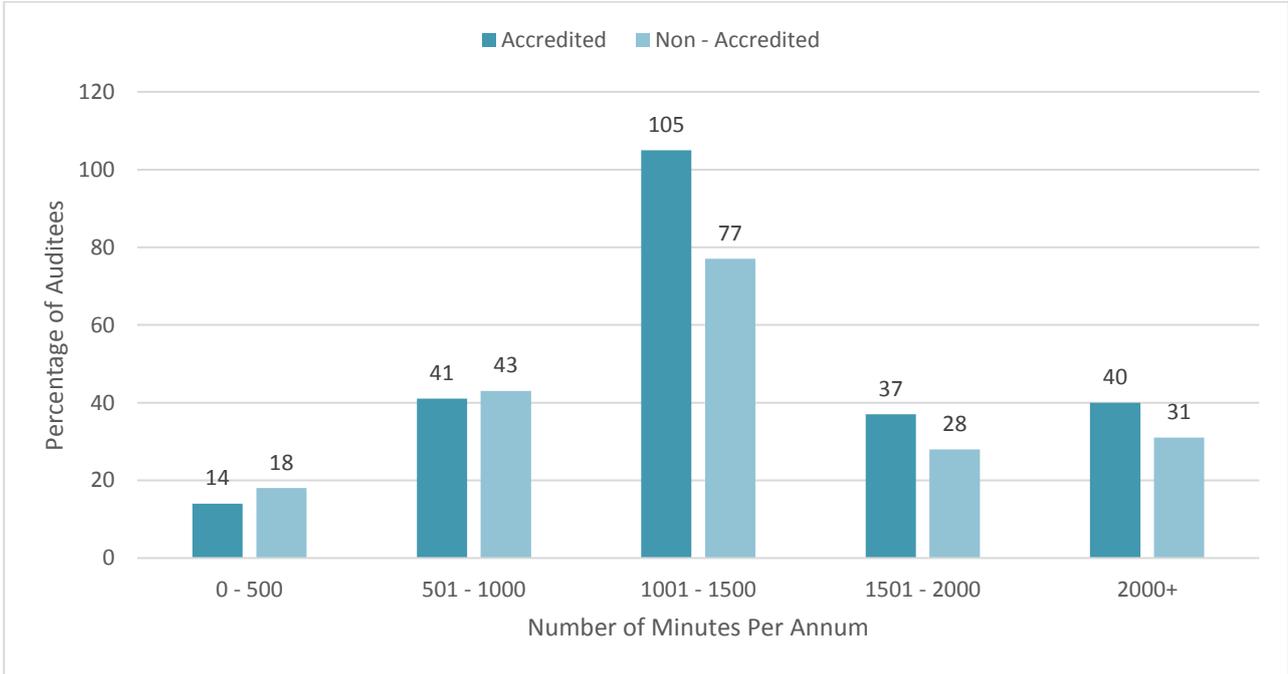
The codes were based on the following:

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.

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

Supervision (amount per annum, type and examples provided) in relation to auditee’s gender was difficult to ascertain during this time period as the coding for this was initiated partially through the auditing year. We should have more informative data on this for the next report.

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

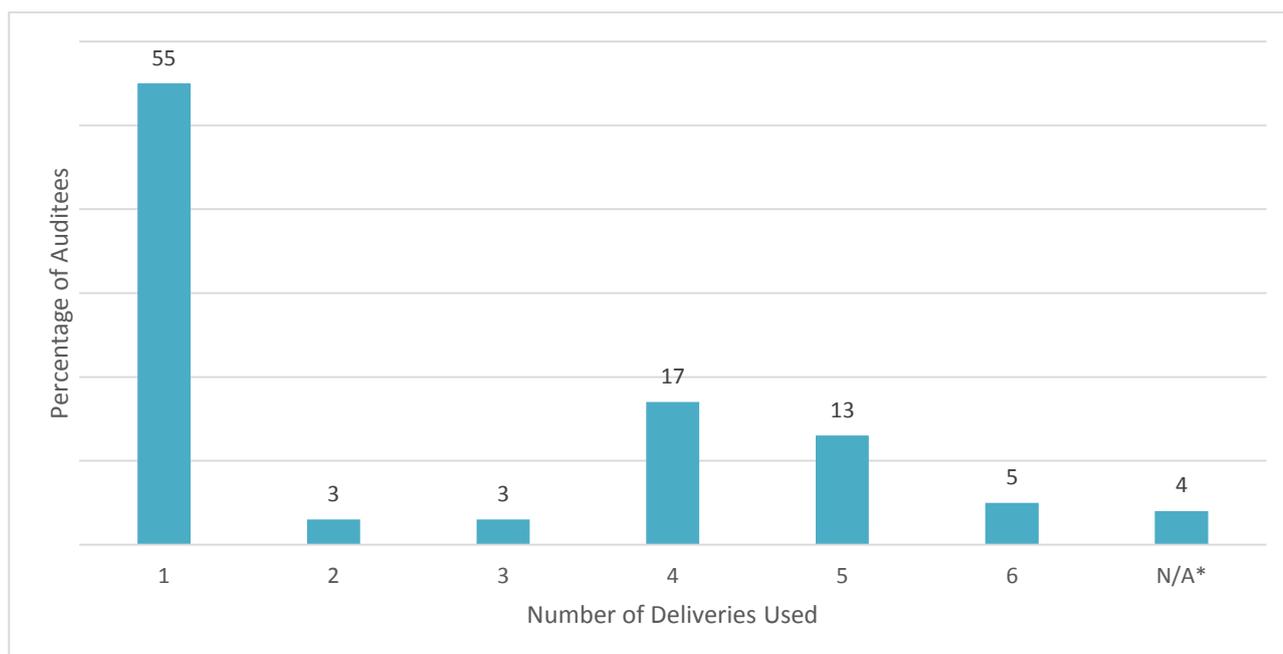
Supervision delivery	Number of auditees
Individual ALL only	239
Group only	11
Peer only	13
Individual ALL and group	76
Individual ALL and peer	56
Individual, group and peer	22
Not in practice	17
Total	434**

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 17 auditees were not in practice and so were not having supervision during the time frame being audited.

**Please note that the total number of registrants selected for audit was 441 in Table 1 because personal data was stored separately to CPD and Supervision data. There were seven data sets in the CPD and Supervision data which were deemed as unreliable during analysis so these sets were deleted.

Graph 9: The percentage of auditees who used between one and six forms of supervision



*N/A refers to non-practising registrants

Table 9: 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	%
Maintaining a supervisory alliance	458	35%
Gauging level of competence as supervisee	339	26%
Enhancing ethical practice	188	14%
Educational / learning benefit	152	12%
Working with organisational difference	75	6%
N/A	56	4%
Fostering working with difference	22	2%
Ability to signpost supervisee	12	1%
Total	1302	100%

The frequency of the examples above indicates that maintaining a supervisory alliance and gauging level of competence as a supervisee were the prominent themes auditees documented when giving examples of the value of their supervision. This was consistent for both accredited and non-accredited auditees.

Pass and Fail Rates

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

Table 10: 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
2015 - 16	379 (85.9%)	27 (6.1%)	1 (0.2%)

Please note the remaining 8% of auditees either lapsed/cancelled membership (3%), were removed for not complying with the audit process (2%), or deferred their selection for audit (3%).

Table 11: 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	324 (87%)	17 (5%)	1 (0%)
Male	55 (80%)	10 (15%)	0 (0%)

Table 12: 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	207 (90%)	172 (82%)
Passed 2nd attempt	14 (6%)	13 (6%)
Passed 3rd attempt	0 (0%)	1 (0.1%)

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

After being selected for audit 14 registrants either did not renew or cancelled their membership and were subsequently removed from the register.

Table 13: The number and percentage of lapsed/cancelled membership of auditees

	Lapsed/cancelled membership	Female	Male
2015 - 16	14 (3%)	13	1

Table 14: The accredited status of auditees who lapsed or cancelled their membership

	Number of accredited auditees (% within accredited group)	Number of non-accredited auditees (% within non-accredited group)
2015 - 16	5 (1%)	9 (2%)

Removal of registration

Only eight auditees (2%) 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 15: The number of removals from the BACP Register in relation to gender, within the time period stated

	Female	Male
2015 - 16	5	3

Table 16: 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)
2015 - 16	4 (1%)	4 (1%)

Deferred audit

Some registrants selected for audit were granted an extension for reasons such as; serious illness, family illness or acute personal/emotional circumstances. Registrants were given an extension of two weeks as standard to submit the required documents.

However, in some cases deferrals of 12 months were given for registrants with extenuating circumstances including; family bereavement, long standing acute personal/emotional circumstances or long standing serious illness.

All deferrals are recorded to allow the audit assessment team to follow up on these at the appropriate time.

For the audit period of April 2015 – March 2016, 12 registrants were granted a 12 month deferral.

Table 17: The number of deferred submission for auditees in relation to gender, within the time period stated

	Female (% selected for audit)	Male (% selected for audit)
2015 - 16	12 (3%)	0 (0%)

Table 18: The number of deferred submission for auditees in relation to accredited status, within the time period stated

	Number of accredited auditees (% within accredited group)	Number of non-accredited auditees (% within non-accredited group)
2015 - 16	12 (3%)	0 (0%)

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 the 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.