

BACP Course Accreditation Scheme

Delivery Guidance - B7

B7. COURSE COMPLETION

This section requires the course to provide evidence of the processes in place both pre and post course completion.

B7.1 and B7.2 focus on the award certificate and statement of student achievement upon course completion. B7.3 and B7.4 are concerned with the course's preparation of students for professional development and BACP accreditation; whilst B7.5 requires evidence of the course's provision for students to complete the course in the event of course withdrawal or closure.

When responding to the criteria in this section, questions may arise concerning the kind of evidence that assessors might be looking for. Examples of pitfalls are provided in relation to the following criteria:

B7.1

Students who complete the BACP Accredited Course successfully should receive a formal academic award from the training provider. The award certificate should include the words 'BACP Accredited Training Course' or alternatively, the course should issue students with a written statement confirming that they have 'successfully completed a BACP Accredited Training Course'.

Once a course is accredited, they need to provide evidence of a certificate or statement including the words 'BACP Accredited Training Course' or a written statement confirming that students graduating from the course have completed a BACP Accredited Training Course.

For courses applying for re-accreditation, either of the above will need to be produced as evidence in order to meet this criterion. For courses applying for accreditation for the first time, it would be useful to provide a template that they intend to use once accreditation is achieved.

B7.2

The course must provide a detailed statement of topics covered during the course and the student's achievements. This should include a statement about the range of clients seen by a student and the settings in which counselling/psychotherapy practice/client work has been undertaken.

Problems arise when evidence is not presented to support a self-statement in response to this criterion. Documentary evidence is required. Courses often ask us about the evidence required.

Examples of evidence which may be presented to meet this criterion may be: a pro-forma/template (perhaps akin to the structure of a course transcript) alongside headings which can be personalised/individualised for each student on course completion, in terms of range of client groups and settings (placements undertaken). Alternatively the students may document their achievements and placement settings themselves, within a learning statement or pro-forma which may form part of an end of course review - a sample of which may be provided by the course in response to the criterion.

B7.3

The course must make students aware of the purpose of ongoing Continued Professional Development (CPD) post qualification.

Again, problems arise when evidence in support of a statement indicating that students are made aware of the purpose of CPD post qualification is not provided. The criterion requires that evidence is presented. This may take the form of supervision group discussions, CPD opportunities posted on noticeboards (or on the VLE), module outlines; schemes of work; session plans; workshop plans; etc. that demonstrate when and how the course makes students aware of the purpose of ongoing CPD. For example, some courses may give publicity to local CPD opportunities; whereas other courses may host annual conferences which may attract a wider audience, or introduce events such as student conferences.

B7.4

The course must make students aware of the BACP counsellor/psychotherapist accreditation scheme.

A self-statement that this is covered within the course is not enough here. The criterion requires evidence of when and how the course makes students aware of the BACP counsellor/psychotherapist accreditation scheme. Although this does not need to be formally timetabled, examples may include workshop/session plans; module outlines; schemes of work etc., which clearly demonstrate when and how the course meets this criterion. Alternatively, appropriate evidence may also include sections in the course handbook/documents which may outline the benefits of/requirements for accreditation; or discussions arising from seminars/talks presented by staff or guest speakers etc.

B7.5

There must be provision for students to complete the course in the event of it being withdrawn or of departmental/institutional failure.

A general response, confirming that provision would be made if this instance arose, is insufficient in meeting the criterion as it requires clear and published documentary evidence of a course and/or institutional policy which outlines the provision available for students to complete the course in the event of it being withdrawn or of departmental/institutional failure. For smaller courses this may take the form of correspondence with another course which details the provision in place.