

## BACP Course Accreditation Scheme

### Delivery Guidance - B8

#### B8. COURSE EVALUATION

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Courses are sometimes unclear about what sorts of evidence will be deemed acceptable for this section. The following provides some examples of what documentary evidence may satisfy the requirements for each criterion. This list is not exhaustive and some courses may have other types of evidence which may be equally valid. Please support all evidence with an explanatory self-statement at the relevant criterion section on the application form.

##### B8.1

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**The course must provide on-going opportunities for students and staff to meet as a whole community to reflect on all aspects of the course**

Evidence must show that the whole learning group and teaching staff have the opportunity to meet to reflect on and discuss any course issues. Meetings where only one or two student representatives are in attendance will not be sufficient to meet this criterion e.g. Schedule of course meetings, meeting minutes, action points taken from whole course meetings etc.

##### B8.2

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**The course must give students regular opportunities to evaluate their training experiences and give feedback on the course**

A self-statement is insufficient to meet this criterion as explicit evidence is required. This could take the form of both informal/formal feedback obtained after course sessions and/or in course meetings and more formal procedures where students feedback on their experiences of the course in a module/unit and/or end of year evaluation process e.g. student evaluation questionnaire

##### B8.3

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**The course should hold regular course management meetings with the opportunity for student representation**

Again, a self-statement is insufficient as explicit evidence is required; for example course meetings attended by key course staff in addition to one or more student representatives is ideal for meeting this criterion. Therefore a self-statement would need to be supported by evidence such as a schedule of and/or minutes taken at such meetings.

##### B8.4

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**The course must demonstrate that it provides opportunities for feedback from persons external to the course e.g. the external examiner, course consultant, complaints mediator**

Any evidence that shows how professionals who are external to the course can feedback to support the course's ongoing development will be appropriate here. Suitable evidence might include an external examiners report that incorporates feedback on the course, a

letter from an external consultant or minutes taken at programme evaluation meeting where external professionals such as placement providers and supervisors attend.

#### **B8.5**

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**The course management meetings must consider feedback from appropriate sources and show how this contributes to the development of the course'** - The course will need to demonstrate that any feedback received - such as that evidenced at B8.1, B8.2, B8.3 and B8.4 - is considered by the course. The course will also need to show how this process then contributes to course development. This could be in the form of course management/course review meeting minutes that have relevant action points or perhaps module/unit or whole course evaluation reports. This is not an exhaustive list, merely some examples of appropriate evidence.

#### **B8.6**

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**The course is required to demonstrate how it reviews and amends the training programme in line with developments in the profession**

This criterion refers to course changes that are made in relation to developments in the wider context of the profession. Evidence could include course review meeting minutes that show where discussions have taken place to amend the programme in line with recent developments.

#### **B8.7**

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**The course must have a published complaints procedure that includes a person in the hearing process who is independent of the course**

The course must submit evidence of their complaints procedure and also show that any hearing processes includes a person who is not a member of the course team.