

## BACP Course Accreditation Scheme

### Quick Guide to Applying

#### MAKING AN APPLICATION

##### **Intent to apply (assessment scheduling)**

Assessment time is allocated to applications in advance. A course must notify BACP of its intention to apply for accreditation at least two months before their anticipated submission date. Failure to submit on time may delay the start of the assessment process unless the course has re-negotiated its submission date with BACP. Declaration of intent does not obligate a course to apply for application. Courses should notify BACP if intent changes, to release any previously reserved assessment time. Unexpected applications will be held until they can be scheduled into the assessment process.

##### **Fees, administrative charges and refunds**

There is a two-part fee for course accreditation: Application Stage and Visit Stage. The current fee for each is due at the beginning of that stage and must be paid for it to commence:

- Payment for the Application Stage (£1100) allows the assessment process to begin and must be made at the time of application or in advance.
- Payment for the Visit Stage (£1375) will be requested by BACP once the Application Stage is complete. The assessment process cannot move to Visit Stage unless this payment is complete.

Payment of a fee does not guarantee a successful outcome of that stage nor of the accreditation process as a whole.

If either BACP or the course provider withdraws an application once the assessment process has begun, an administrative charge (subject to change at the discretion of BACP), for the work undertaken to that point may be retained from any refund made to the course.

##### **Application format**

All applications must be made using the current course accreditation scheme application form and be accompanied by clear and appropriate supporting evidence in compliance with the requirements of the course accreditation scheme.

- The application form template must not be amended by the course in any way, unless prior permission has been obtained from BACP.
- The application form must be completed in Word. It must be submitted to BACP electronically (either by email or on a memory stick), accompanied by two printed ('hard') copies. All application forms should show consecutively numbered pages.

- The completed application must be of sufficient detail to stand independently of the supporting evidence and provide a complete and comprehensive coverage of the criteria.

Supporting material must be cross-referenced clearly and specifically wherever it is referred to in the application form.

All supporting evidence must be submitted as two identical printed ('hard') copies to BACP (first-time accreditation) or one identical printed ('hard') copies (renewal of accreditation), each of which should be clearly numbered and labelled or titled.

Failure to submit an application according to these requirements may result in the application being returned to the course provider for revision without assessment.

### **Accuracy**

All information submitted in the application form, the supporting evidence and that which is presented during the visit stage must be honest, accurate, complete and up-to-date. Should any changes to the information provided in the application form, the course or its staff occur once the application has been submitted, BACP must be informed of these immediately.

Should it be found at any point that the course provider has submitted false or incomplete information, the application may be withdrawn from the assessment process without further consideration and/or the training provider's actions may be referred for consideration under Article 12.6 of the Memorandum and Articles of Association, which may result in BACP membership being terminated as a result. Where accreditation has already been granted, this may be withdrawn as appropriate and the membership status of the training provider may also be terminated, if Article 12.6 is invoked.

### **Course contact**

A course is required to nominate one person to act as a contact throughout the application and assessment process. Should this person become unavailable at any point, the course must advise BACP of their temporary or permanent replacement.

### **Nonviable applications**

Applications will not be accepted from any training provider which is in debt to BACP or currently taking part in the Professional Conduct Procedure as a Member Complained Against, Article 12.3 or Article 12.6 of the Memorandum and Articles of Association.

## **ASSESSMENT OF APPLICATIONS**

### **Assessment process**

BACP will assess the application and all supporting information submitted against the published course accreditation scheme criteria current at the time of application.

During the assessment process BACP may request clarification and additional information from the course to be submitted by a specified deadline. If the information is not received on time, is not satisfactory or is persistently insufficient, BACP may withdraw the application from the assessment process. The course will receive a statement explaining

why the application has been withdrawn. An administrative charge (subject to change at the discretion of BACP) for the work undertaken to that point may be retained from any refund made to the course following such a decision.

### **Visit stage**

Once BACP has determined that there is satisfactory evidence of the course meeting all published criteria, it will arrange for the course to have an assessment visit. Satisfactory completion of the application stage does not guarantee success at the visit stage. The purpose of the Visit Stage is to assess the extent to which course delivery is in accordance with the published course accreditation criteria and the submission document.

- The visit will be made according to the current Visit Protocol for course accreditation, which will be sent to the course in advance. Any additional requirements will also be made known to the course in advance of the visit.
- Visits must be arranged for a typical course day during term-time, once the term is established. Visits cannot take place during holidays, reading weeks or at the very beginning or end of an academic year.
- Two BACP professional assessors will attend either together or separately, for a period of not less than four hours each.
- Occasionally, other relevant BACP personnel may attend the visit, e.g. an assessor-in-training or internal verifier.
- In exceptional circumstances - for example where insufficient clarity is achieved during a visit - a further visit to the course may be deemed necessary.
- Should a course provider postpone or cancel an arranged visit, a cancellation charge may be imposed at BACP's discretion to cover any advanced travel and accommodation bookings made for the assessment team.

### **Outcomes for the assessment process**

Accredited status will only be awarded to a course which can meet all criteria for course accreditation.

BACP will award accredited status to a course for a period of five years, unless specified otherwise in the assessment report. The start date of the accreditation period and the renewal of accreditation due date will be stated in the report.

Should accredited status be awarded with recommendations for the course's consideration, the course will be accredited. A response to the recommendations will be expected as indicated in the assessors' report.

Should accredited status be awarded to the course subject to it meeting conditions, accreditation will not be awarded. Accreditation will depend on BACP receiving a satisfactory response to the conditions by the deadline/s given. Conditions and deadlines will be as specified in the assessment report.

Where course accreditation is subject to conditions which the provider may not be able to implement immediately, the course will not meet the standard for course accredited status until the time the criteria has been fulfilled. The date and conditions under which the course can be accredited will be specified in the assessment report.

For example, should the course only be able to meet the criteria by making changes which will affect its next intake of students only, those already on the course cannot graduate from an accredited course. So the accreditation may only begin after the graduation of the last cohort already in progress.

The course must inform any students who will not be able to graduate from a BACP accredited course.

If a satisfactory response to a condition is not received by the specified date, the application will be deemed to have been unsuccessful.

Where accreditation is not granted as an outcome of the assessment process, a new application may be appropriate when the course can demonstrate that all criteria are met. The accreditation report may impose or recommend an interval before such an application should be made.

### **Appeals**

The course provider may appeal against the outcome decision according to the terms of the course accreditation Appeals Procedure.

### **External moderation**

All BACP accreditation schemes are subject to external moderation.