

BACP Course Accreditation Scheme

Developmental Changes Procedure

Please use this procedure to propose changes to a BACP accredited course. If the course is also due to renew its accreditation, you may use this procedure in conjunction with the renewal process if BACP agrees (please make enquiries to the office before submitting your application).

The accredited status of a course is dependent on its most recent assessment. **To make changes without further assessment is to risk the accredited status of the course.** Changes must be submitted to BACP in good time for consideration and approval ahead of the proposed implementation date. Once approved, the changes may be made and the course can continue as accredited.

Please do not use this procedure if you are planning to deliver an identical version of your accredited course at new/alternative premises or to an additional intake (cohort) - contact us to request the necessary documentation.

There are two options below, dependant on the type of changes you want to make.

Option 1 - to replace the existing accredited course with a changed version

Once the proposed changes have been approved, the changed version can replace the original accredited course. The original version of the accredited course will cease to recruit and then close (it may 'teach out'). The accreditation renewal date for the original accredited course will apply to the changed version, i.e. accredited status continues with the changed course to that point. If a previous version of an accredited course is re-introduced at any point, it will not have accredited status.

Fee: assessment is free of charge.

***Example:** An accredited Advanced Diploma is developed into a Foundation Degree, necessitated by changes in funding. BACP approves the proposed degree as a development of the Advanced Diploma and agrees that accreditation can continue with the Foundation Degree. The Foundation Degree recruits, replacing the Advanced Diploma as the 'live' accredited course delivered by that training provider. Meanwhile, existing students continue the Advanced Diploma to graduation, after which point the accredited Advanced Diploma ceases to exist.*

Option 2 - to add a changed version of the accredited course (which will run in addition to the accredited course)

Once the proposed changes have been approved, the changed version of the accredited course can be run *in addition* to the existing accredited course. Accreditation is awarded to

the new version for a five-year period from the date of approval. The original accredited course is unaffected and continues to its accreditation renewal date as usual.

Fee: assessment and award of additional accreditation is **£1375**

Example: a training provider has an accredited three-year course delivered in monthly residential blocks. It wants to add a weekly evening version of this course which runs for two years. Recruitment to the three-year course is adequate but feedback suggests that the alternative delivery would be popular. The provider does not want to close the three-year course in the foreseeable future.

Submission of developmental changes

The training provider should clearly state which option is being used and submit written documentation to BACP, which includes the following:

A. Changes rationale

A key rationale must be submitted for all the proposed changes, which must include:

- i. Why/how the course considers the changes to be a development of the existing accredited course, as opposed to the introduction of a completely new course.
- ii. Explication of the rationale in terms of experience, external influences in the profession, institutional changes etc.
- iii. A differentiation as to whether the changes are organisational in nature, or relate directly to the criteria, or both.

B. Changes report

To accompany the rationale, the provider should submit a report on how it considers that the changed course will continue to meet the criteria as specified in *Accreditation of Training Courses* (BACP 2009, 5th edition updated version 2012).

This Report should refer to the most recent assessment report and include:

- i. An explanation, with reference to the existing accredited course, of what is being:
 - lost
 - maintained
 - amended
 - added
- ii. Details and CVs of staff to demonstrate that they are currently in practice and competent to teach the changed course.

C. Teach out/Extension of accreditation (Option 1 only)

A request for a 'teach-out' period can be made when the provider needs continue with the existing accredited course for the time it takes for students currently enrolled on the existing accredited course to complete their studies and have their awards conferred after the accreditation period expires.

- i) A rationale for the teach-out request.
- ii) The timeframe for the teach-out request.

- iii) An explanation of how the course will continue to meet the course accreditation criteria during the teach-out period.
- iv) Staff and teaching details for the teach-out period.

Assessment

BACP will make an assessment of the submission and may choose to visit the course as part of the assessment process where appropriate.

Outcomes

Once the assessment is complete, a response will be communicated to the course.

These are the possible outcomes of the assessment process:

i) The changed course will meet the criteria and is therefore accredited

If the course continues to meet all criteria, the accredited status will either

- continue to the course's accreditation renewal date (Option 1)
- be granted for a period of five years from the decision date (Option 2).

The response may include recommendations for the development of the accredited course(s). Progress should be reported via the annual monitoring procedure.

ii) Accredited status for the proposed changed course is dependent on the meeting of specific conditions

If the changed version of the course cannot continue to meet all criteria, one or more conditions may be imposed. The condition(s) will be clearly stated and explained in the response and a maximum time given for each to be met. Accreditation for the changed version of the course will be confirmed when the Head of Professional Standards is satisfied that all conditions are met.

If a response to the condition(s) is not received by the given date, the changed version of the course will not have accredited status.

iii) Accredited status cannot be granted to the proposed changed course.

If the proposed changed course would fail significantly to continue to meet the criteria, it cannot be granted accredited status. The response will detail in full criteria which have not been met and the reasons for the decision.

NB for ii) or iii) above, the continued accreditation of the existing accredited course will be forfeited if any unapproved changes are made.

iv) The proposed changes to the course are of such significance as to change the course beyond all recognition from that which was accredited by BACP.

The proposed changes cannot be assessed under the Developmental Changes Procedure. In such cases, a new application for course accreditation may be recommended in the response. All new applications must be made under *Accreditation of Training Courses* (BACP 2009, 5th edition).

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