**SCoPEd transition period: An application guide for BACP’s senior accreditation scheme (Column C) for current accredited members**

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# Completing the Application Form

This guidance is for current accredited members applying for our revised senior accredited membership category (SCoPEd column C) during the BACP SCoPEd transition period. This guidance provides additional information and clarification on some of the common queries that we receive. It also provides clarification on key points to help you understand what’s required and submit the correct information.

The application form will be available on our website once the transition period opens in February 2024. At this time, if you ready to apply you may find it helpful to have a copy of the application form to hand.

**Personal Information**

## Your details

Please check that we have your correct contact details, as we may need to email you with any queries or to provide an update on your application.

# Part A: Eligibility Criteria

**Eligibility for Application**

You can apply for senior accreditation once you’ve achieved accredited member MBACP status and can meet all the eligibility criteria when the transition period opens in early February 2024. You’ll need to demonstrate a combination of training, personal development activities, and provide a personal statement showing that your practice demonstrates you are meeting the required SCoPEd column C competences.

## Eligibility criteria

There are three eligibility criteria in this section.

**Eligibility a:** Be an accreditedmember of BACP and in practice as a counsellor and/or psychotherapist.

Your BACP accredited membership must be paid and up to date or a current direct debit must be in place for the duration of your application. If a payment has failed, you haven’t paid, or your registration is not current, your application will not be processed until this is resolved.

**Eligibility b:** Have completed a level 7 (or equivalent) counselling or psychotherapy related qualification.

During the SCoPEd transition period, to be eligible for senior accredited membership (column C) you’ll need to demonstrate that you’ve undertaken counselling or psychotherapy related training at level 7 (or equivalent). This may be the training you submitted as part of your initial accreditation application, or you may have completed subsequent or additional training at level 7 (or equivalent). Level 7 (or equivalent) counselling and/or psychotherapy supervision training that included both theory and practice is also eligible.

There is space on the application form for you to include details of all applicable training. You’ll also need to send a copy of your level 7 qualification with your application.

Level 7 OFQUAL equivalent qualifications for England, Wales and Northern Ireland include:

Masters-level qualification (MA/MSc)

Post-Graduate Certificate;

Post-Graduate Diploma;

or for Scotland:

Level 11 SCQF.

If you’re unsure if your qualification is eligible please contact the Accreditation team for advice.

**Eligibility c:** 160 hours of personal therapy and/or personal development work that has contributed to self-awareness and is applicable to therapeutic practice.

You’ll need to provide us with:

1. An approximate date period for your personal therapy and/or personal development activity and how many hours this was for.
2. A brief statement describing how your personal therapy and/or personal development activity has enhanced your self-awareness and how you use this self-awareness in your therapeutic work (max 250 words per activity)

A template is provided with the application form to help you collate this information.

Activities appropriate for this requirement could include: individual personal therapy; group therapy; experiential groups; personal development groups and psycho-educational activities – this list is not exhaustive. Supervision, whether individual or in groups, cannot be used to meet this requirement.

While there’s flexibility regarding the activities that can be included for this requirement, it’s important that you’re able to demonstrate a clear and direct link between the activity undertaken, the impact on your self-awareness and how you’ve since used this awareness of self in your therapeutic work.

The aim of this requirement is to show how you meet the standards for SCoPEd column C and the following column C competence within Theme 5: Self-awareness and reflection:

5.1.C Ability to evidence reflexivity, self-awareness and the active use of self to work at depth in the therapeutic relationship and throughout the therapeutic process.

## Complaints and refusals

If you’re the subject of a complaint in relation to your work as a counsellor/psychotherapist or in another role that might have a bearing on this work, you should tell us about this. It doesn’t automatically mean that your application can’t be processed but we’d need to consider it carefully.

We’d like to remind you that as an accredited member of BACP you agree to abide by our Ethical Framework.

# Part B – Personal Statement

**Personal statement (up to 3250 words in total)**

There are five criteria to be addressed in this part of the application.

There’s an overall word count limit for the personal statement, as well as suggested counts for each of the five criteria in this part of the application. These are clearly marked on the application form. It’s important that your work stays within this word count. If your work is over this amount, we’ll ask you to do it again. Include the word count at the end of the personal statement.

There’s no minimum word count but make sure you have adequately addressed all the criteria to give yourself the best chance of being successful.

Everything you want assessed should be within the main piece of work. Don’t include appendices to your work – these will not be assessed.

You must show the assessors where you meet each sub-criterion. You can use brackets within the text, section headings or numbers in the margins.

We don’t expect you to write an academic style essay but do properly reference any quotes or books/articles you refer to in your work. You may find it helpful to have the SCoPEd framework to hand while completing the application. There’s also additional information in the SCoPEd framework glossary you may find helpful whist completing your personal statement.

**Please provide a personal statement to evidence of the following criteria:**

## Criterion 1

**Provide a summary of work-based experiences where you have taken an active role within your professional community.**

We recommend using around 500 words for this criterion

These activities could have taken place locally or nationally and should demonstrate your ability to communicate effectively with other professionals in sharing information, advice, instruction and professional opinion to support the provision of counselling/psychotherapy services. This could include membership of boards of trustees, publishing articles, developing or supporting networking groups, undertaking research in your field, involvement in developing and delivering CPD and training, attending and contributing to a professional development group or working with other professionals in the local community - this list is not exhaustive.

Your statement will need to evidence how you meet the following SCoPEd column C competence within Theme 1: Professional framework:

1.13C Ability to take an active role within the professional community locally and nationally. Be able to communicate effectively with other professionals in sharing information, advice, instruction and professional opinion.

## Criterion 2

**Provide a detailed summary of your practice-based and CPD/training experience as evidence of how you meet the following criteria:**

1. **Competence in conceptualising and/or formulating ways of working with clients with chronic/enduring mental health conditions**
2. **Understanding of the language/discourses around diagnosis, psychopathology and mental disorders**

1. **The ability to make complex judgements about high-risk clients and take appropriate action when required**

We recommend using around 1000 words for this criterion

To meet this criterion you’ll need to describe how you go about establishing the best way to work with clients with chronic or enduring mental health conditions. You’ll also need to demonstrate your understanding of the language used in mental health diagnosis and how you work with this in your practice as well as how you assess for and respond to high-risk presentations in your client work.

You should describe your approach for client work with those who have experience of diagnosis or who are considered high-risk due to mental health conditions. This doesn’t require that you accept a medical model for psychological distress but should demonstrate consideration of how you’ve approached working with someone who has a diagnosis or is involved with other medical services.

Your statement will need to evidence how you meet the following SCoPEd column C competences within Theme 2: Assessment:

2.1.C Ability to conceptualise and (or) formulate ways of working with clients or patients with chronic and enduring mental health conditions.

2.5.C Ability to understand the language and discourses around diagnosis, psychopathology and mental disorders.

2.8.C Ability to make complex judgments about ongoing work with high-risk clients or patients and take appropriate action as needed.

## Criterion 3

1. **Provide a brief statement of your understanding of the harm caused by discriminatory practices, and how you work to address power differentials within your own therapeutic practice.**

This can include reference to the therapeutic services you provide as well as any relevant CPD/training undertaken and understanding gained in supervision.

1. **Provide a brief case example demonstrating your competence in working with ruptures or difficulties within the therapeutic relationship using ‘unconscious’ or ‘out of awareness’ processes.**

We recommend using around 1000 words for this statement and case example.

This criterion requires you to demonstrate your awareness of power differentials and discriminatory practices in therapeutic practice (i), as well as give evidence via case material of how you’ve used ‘unconscious’ or ‘out of awareness’ processes to approach difficulties or ‘ruptures’ in the therapeutic relationship. (ii).

Your statement will need to evidence how you meet the following SCoPEd column C competences within Theme 3: Therapeutic relationship:

3.10.C Ability to communicate about the harm caused by discriminatory practices and aim to reduce insensitivity to power differentials within therapeutic service provision, training and supervisory contexts.

3.21.C Ability to work therapeutically with ruptures or difficulties within the therapeutic relationship using awareness of and skills associated with ‘unconscious’ or ‘out of awareness’ processing.

## Criterion 4

**Please provide a brief statement demonstrating your knowledge of, and ability to use audit and evaluation methodologies to contribute to improving the process and outcomes of therapy.**

For this section you’ll need to specify which methods you use or have used, how they’re used and the rationale for this. Your use of audit and evaluation methodologies doesn’t necessarily need to relate to your current practice but can be related to work you’ve done previously.

We recommend using around 250 words for this criterion.

Your statement will need to evidence how you meet the following SCoPEd column C competence within Theme 4: Knowledge and skills:

4.15.C Ability to utilise audit and evaluation methodologies to contribute to improving the process and outcomes of therapy.

## **Criterion 5**

**Use case material to illustrate your reflexivity and self-awareness, including evidence of your active use of the self when working at depth in the therapeutic relationship and process.**

We recommend using around 500 words for this criterion.

The case material used for this section should demonstrate how you’ve used your reflexive capacity and self-awareness to work at depth in client work. For example, this could include use of advanced empathy and/or immediacy, use of self in the transference and/or relational dynamics which has deepened or enhanced the therapeutic process.

Your statement will need to evidence how you meet the following SCoPEd column C competence within Theme 5: Self-awareness and reflection:

5.1.C Ability to evidence reflexivity, self-awareness and the active use of self to work at depth in the therapeutic relationship and throughout the therapeutic process.

## Supervisor’s statement

You need to include a statement from your current or main supervisor. This should be someone who’s familiar with the practice you’ve written about in your personal statement as well as the SCoPEd framework column C competences. There’s a separate form for this available on our website. This form must be sent to your supervisor for completion.

The supervisor statement must be emailed by your supervisor directly to: accreditation@bacp.co.uk. You can’t email the statement on your supervisor’s behalf, as it needs to come from their email address because this serves as an electronic signature.

## Making an application from outside the UK

We’re happy to accept applications from members who are living and working outside the UK. Providing your application meets the criteria, we’re not concerned with where you trained or work(ed).

Sometimes we’ll ask you for a little more information than we would for UK based or trained applicants but often this is simply because of different terminology in the counselling/psychotherapy field across different countries.

## Paying for your Application

When you send us your application you must pay the correct fee shown on our website. We accept the following card payments - Maestro/Switch, MasterCard or Visa.

Once we receive your completed application form, we’ll contact you via email with details on how to contact Customer Services to make payment.

We provide various levels of [financial support](https://www.bacp.co.uk/membership/accredited-membership/apply-for-individual-accreditation/support/) for applicants experiencing financial barriers to accreditation.

## Honesty and plagiarism

You must sign a declaration of honesty confirming that everything you tell us in your application is true.

We ask that all the work detailed in your application is your own unless you have fully acknowledged and referenced this. We take collusion and plagiarism very seriously and monitor applications to ensure this doesn’t happen.

We know that colleagues and friends will work together on applications and we do encourage this, however, sharing of work, copying or working to templates is outside both the spirit and the application of the Ethical Framework. Additionally making use of digital technology such as AI to write part or all of accreditation applications is not acceptable practice. If it’s discovered, we’ll investigate and take the necessary steps, up to and including referral, for consideration under the Professional Conduct Procedure or Article 12.6 Procedure as appropriate.

Your application will also be withdrawn from the process.

# Further information and advice

Tele-surgeries with an assessor are available for those wishing to apply for senior accreditation during the transition scheme. Telesurgeries are 30 minutes in duration and cost £25. Please contact us at [accreditation@bacp.co.uk](mailto:accreditation@bacp.co.uk) if you’d like to book a slot.

**A word of caution** – we’re aware that some organisations and individuals run accreditation workshops and surgeries. Please be aware that unless you’ve booked a tele-surgery directly with BACP we’ve not endorsed or provided information or training for this purpose. They’re not BACP assessors, nor are they qualified to comment on the application and interpretation of the criteria. No-one can guarantee you’ll be successful.

If you identify as living with a disability, learning difference or long-term health condition, we offer the following support to help remove any barriers you may experience with the application process:

* 10% additional word limit on your reflective practice documents

word version of the application form

* additional support from our Support and Inclusion Officer throughout the application process by email or phone
* a range of financial support based on your circumstances

You can find more information about how to gain support with your application on our [accreditation support web page](https://www.bacp.co.uk/membership/accredited-membership/apply-for-individual-accreditation/support). If you need support or have any specific questions about your application, please [contact the accreditation team.](mailto:accreditation@bacp.co.uk) You can also view our [Accreditation FAQs](https://www.bacp.co.uk/about-us/contact-us/faqs-about-accreditation/).

The BACP Customer Service team and Accreditation team are also available to help with basic queries such as completing the application form.

These teams cannot change the criteria or fees or pre-assess any information that you send or wish to discuss.

Guides and information on other parts of the accreditation process are available on our website.

These include:

* Support for applicants with disabilities (see above)
* Deferred applications
* Making an appeal
* Renewing your accreditation
* Senior Accreditation (B-C)
* Reinstating your accreditation

## Sending us your application

Please send us your completed application form, including copies of your level 7 award certificates via email to [**accreditation@bacp.co.uk**](mailto:accreditation@bacp.co.uk)

Please password protect your application form and inform us of the password via a separate email or phone call. The Supervisor statement will need to be emailed separately by your Supervisor.

## Processing your application

When we receive your completed application, we’ll send you an acknowledgment email.

Due to the robustness of our scheme it can take between four to five months for us to process your application. We can’t give you a definite time as it depends on how many applications we receive at any time. All applications are dealt with in strict date order so please be aware we’re unable to prioritise applications.

The Accreditation team will check that all the parts of the application are complete so that the assessors have a full application to assess. If there are any queries, the team will contact you – generally by e-mail - so please make sure your e-mail address is correct on your application and it’s an address that you check regularly.

Once we’ve confirmed that your application is complete it’s sent to one of our assessors. After this first assessment your application may go for a further quality check with a ‘moderator’. This is a second assessment designed to ensure that standards are maintained.

Our assessors are all practicing therapists and work in a variety of modalities and settings. They are also supervisors and/or trainers. This means they are up to date with current practice issues. All our assessors and officers attend regular meetings to ‘standardise’ their checking and assessing processes.

If we withdraw your application at any stage due to not meeting the eligibility criteria or if your submission has been held for more than six months, we’ll refund your application fee less an administration fee. The amount refunded will depend on what stage your application is at.

## Getting your result

Once we receive a decision from the assessors, we’ll l send this out to you by email.

If you’ve met all the criteria, you’ll receive your certificate and senior accreditation logo and be required to renew and maintain your senior accreditation on an annual basis alongside your membership and registration.

If you haven’t met all the criteria, your application will be deferred, and you’ll receive a report on your application which will identify what else you need to do in order to meet them. We’ll send you detailed information about what to do next if you’re deferred.

You’ll then have a maximum of six months to make a resubmission. There’s no fee for resubmitted applications. There’s a guide for deferred applicants on the accreditation section of the website. You can’t appeal at this stage.

If your resubmission isn’t successful, you’ll have to wait a minimum of 12 months before you can make a new application. You can make an appeal at this stage. There’s a guide to appeals on the accreditation section of the website.

## How to contact us

01455 883300



accreditation@bacp.co.uk