**BACP Course Accreditation Scheme**

**Additional Delivery Application**

**Additional Delivery Fee**

The fee for applying under this procedure is £1375 per additional delivery. There may be increased costs where the course is non-UK based (e.g. visit expenses).

A BACP Accreditation Assessor **may** request to visit the course as part of the assessment process if deemed necessary in which case you will be asked to pay a visit fee of £1100.

**Procedure**

A course may apply for accreditation for a course which it delivers at a different location or to an additional cohort, but which is otherwise identical to another of its courses which BACP has already accredited.

Assessment of the course against the criteria set out in the Additional Delivery Application Procedure will enable BACP Professional Standards to sample the course. Courses may be asked to provide information in support of other/all criteria if appropriate.

Please ensure that your application is suitable for assessment **- clear, easily navigable applications with robust evidence are less likely to be queried by our assessment team, meaning that a decision can be reached and returned as quickly as possible.**

***Poor quality applications will be returned for revision and the assessment time released to other applications.***

To be accepted, checked and sent for assessment, each application must be:

* Complete
* In date
* Clearly and specifically cross-referenced
* Indexed, with all evidence labelled and ordered accordingly
* Evidenced comprehensively

Please complete each section in the boxes provided below each criterion.

NB: some of the criteria are sub divided (this is noted alongside); please address each one in turn.

Boxes should be left blank where requested; assessors use these boxes to make their assessment report.

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| Declaration of honesty |
| **Sign and date below to confirm that your application is true and complete.**  I declare that the additional course is identical to the course which is already accredited.  I declare that as far as I know, our application contains only true information. I hereby authorise the officers of BACP to make such enquiries as they consider necessary to verify the information given.  I understand that if any incorrect, incomplete or plagiarised information is discovered, our application for course accreditation may be invalidated and my application withdrawn. Such matters may also be referred for consideration under the Professional Conduct Procedure or the Article 12.6 procedure as appropriate.  I agree to the current [Terms & Conditions](https://www.bacp.co.uk/media/1515/bacp-course-accreditation-terms-conditions.pdf) for course accreditation as set out by BACP (copy available on request).  **Signed:** **Dated:** |

**COURSE CONTACT DETAILS (these details will show on the accredited course directory)**

|  |  |  |
| --- | --- | --- |
| **Full title of course applying for additional delivery** | | |
|  | | |
| **Name of training provider** | | |
|  | | |
| **BACP organisational member number** |  |  |
|  | | |

**APPLICATION CONTACT PERSON**

|  |
| --- |
| **Name** |
|  |
| **Job title / role on course** |
|  |
| **Direct telephone** |
|  |
| **Email address** |
|  |

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| **Please provide details of at least one member of the core staff who is common to both** the accredited course and that which is seeking accreditation for additional delivery, and how each common core member of staff has substantive involvement with both courses. |
|  |
| **Reference to supporting evidence (if applicable)** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| **Please provide a rationale explaining that it is the additional delivery of the course which is seeking accreditation, rather than the training provider or a network of courses.** |
|  |
| **Reference to supporting evidence (if applicable)** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| **Please provide course information (e.g. course handbooks) to demonstrate how the course is identical to that which is already accredited.** |
| **How is this criterion met?** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| **Please provide a brief explanation as to why the course provider can be regarded as being the same for both courses.** |
|  |
| **Reference to supporting evidence (if applicable)** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| --- |
| **Please provide a statement from the providing institution confirming its support of the course.** |
|  |
| **Reference to supporting evidence (if applicable)** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| --- |
| **Please provide details of placement arrangements.** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| --- |
| **Please provide information on the venue’s facilities and resources as available to course students (additional venue applications only).** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| --- |
| **Please provide external examiner’s report(s) for the course.** |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| **MEETING THE CRITERIA - Part A. Eligibility criteria** |

**If the staff on the additional delivery differs from the originally accredited course,**

**please fill in the details below and submit a “Course Staff Overview” document.**

**If the staff is the same, you can make a note of this and leave the sections**

**below blank.**

**A4**

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| **The course must have at least two core members of staff who have substantive involvement in admission, assessment, course management and decision making, in addition to teaching.** |
| **How is this criterion met?** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
|  |

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| **A5** |
| **All course staff must be members of an appropriate professional body with a complaints procedure to which they are subject.** |
| **How is this criterion met?** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| **A6** |
| **The majority of the course staff should have current BACP counsellor/psychotherapist accreditation or be registered with an appropriate professional body to an equivalent level and should be in current, supervised practice.** |
| **How is this criterion met?** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| **MEETING THE CRITERIA - Part B. Course Delivery Criteria** |

**B2. Teaching and learning**

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| **B2.1** |
| **All course staff must be appropriately qualified and demonstrate competence between them to cover all elements of the course.** |
| **How is this criterion met?** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| **B2.2** |
| **All training staff for the course should be familiar with and agree to work within the current BACP *Ethical Framework for the Counselling Professions* (the *Ethical Framework*).** |
| **How is this criterion met?** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
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| **B2.3** |
| **Course staff must have regular meetings and access to other forms of support, consultation and professional development.** |
| **How is this criterion met?** |
|  |
| **Reference to supporting evidence** |
|  |
| **Assessor comments** *- course to leave blank* |
|  |
| **Assessor decision** *- course to leave blank* |
|  |

**BACP ASSESSMENT REPORT**

***Courses please leave this entire section blank***

|  |  |
| --- | --- |
| **Materials assessed** | |
|  | |
| **Visit date/s** | |
|  | |
| **Visiting BACP staff** | |
|  | |
| **Visit course team members** | |
|  | |
| **Visit components** | |
|  | |
| **Course composition details** *e.g. The course is a three year, part time course. The first year is a certificate level course of 100 hours…etc* | |
|  | |
| **Assessor comments and additional findings** | |
|  | |
| **Summary of assessment findings** | |
|  | |
| **Conditions imposed and their deadlines** | |
|  | |
| Where a course fails to meet a criterion or sub criterion, the assessor will specify a condition to be met before accreditation can be awarded. Each condition must be evidenced satisfactorily by the deadline shown for accreditation to be awarded. If further information is not satisfactory or is not submitted by the final deadline date, the course’s conditional accredited status will be withdrawn. | |
| **Recommendations made** | |
|  | |
| Recommendations are made with regard to course development and improvement but are not conditional for course accreditation. Please use the next Annual Monitoring Report to show how they have been considered and addressed. | |
| **Assessment outcome** | |
|  | |
| **Accreditation dates** |
|  |
| **Report ratified for BACP by** | |
|  | |
| **Date signed** | |
|  |
|  | |
| Courses are reminded that the title of the course given in this application is the title by which BACP will recognise the course. Courses should be sure to replicate this title on any correspondence and reports regarding the course and certification for graduates. | |
|  | |
| The published Terms and Conditions for course accreditation apply to all courses currently accredited under this scheme. The Terms and conditions are subject to change and maybe updated from time to time as notified by BACP. It is the course’s responsibility to keep up to date with current requirements. | |
|  | |
| A course may not continue to be accredited if it fails to meet all criteria for the course accreditation scheme. | |

(June 2018)