**BACP Course Accreditation Scheme**

**Developmental Changes Application**

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| Declaration of honesty |
| **Sign and date below to confirm that your application is true and complete.**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plagiarised information is discovered, our application for course accreditation may be invalidated and my application withdrawn.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/docs/pdf/15007_t%26cs%20course%20accred%20v3%20july%202017%20final.pdf) for course accreditation as set out by BACP (copy available on request).**Signed:** **Dated:** |

**COURSE CONTACT DETAILS**

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| **Full title of course applying for extension** |
|  |
| **Name of training provider** |
|  |
| **BACP organisational member number** |  | **Course ID** p*lease leave blank* |
|  |  |  |

**APPLICATION CONTACT PERSON**

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

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| **Please provide a key rationale for all the proposed changes, which must include:**

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| **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.** |

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| **How is this criterion met?** |
|  |
| **Reference to supporting evidence**  |
|  |
| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **ii. Explication of the rationale in terms of experience, external influences in the profession, institutional changes etc.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence**  |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **iii. A differentiation as to whether the changes are organisational in nature, or relate directly to the criteria, or both.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence**  |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **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

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| **How is this criterion met?** |
|  |
| **Reference to supporting evidence**  |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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ii. Details and CVs of staff to demonstrate that they are currently in practice and competent to teach the changed course.

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| **How is this criterion met?** |
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| **Reference to supporting evidence**  |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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|  **Teach out/Extension of accreditation**  |

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:

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| **How is this criterion met?** |
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| **Reference to supporting evidence**  |
|  |
| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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**ii.** The timeframe for the teach-out request:

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| **How is this criterion met?** |
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| **Reference to supporting evidence**  |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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**iii.** An explanation of how the course will continue to meet the course accreditation criteria during the teach-out period:

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| **How is this criterion met?** |
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| **Reference to supporting evidence**  |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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**iv.** Staff and teaching details for the teach-out period:

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| **How is this criterion met?** |
|  |
| **Reference to supporting evidence**  |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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**BACP ASSESSMENT REPORT**

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

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| **Materials assessed** |
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| **Visit date/s** |
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| **Visiting BACP staff** |
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| **Visit course team members**  |
|  |
| **Visit components** |
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| **Assessor comments and additional findings**  |
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| **Summary of assessment findings**  |
|  |
| **Conditions imposed and their deadlines** |
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| 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 in order 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** |
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| 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** |
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| **Accreditation dates** (to be filled in by the office) |
|  |
| **Report ratified for BACP by** |
|  |
| **Date signed**  |
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| 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.  |
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| 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.  |
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| A course may not continue to be accredited if it fails to meet all criteria for the course accreditation scheme. |

 (June 2018)