**BACP Course Accreditation Scheme**

**Extension procedure and application**

### Policy

A course may apply to extend its accredited status for a maximum of 24 months beyond the expiry date of its current accreditation. Any course wishing to be accredited for a longer period should apply using the current renewal of accreditation procedure and form.

In order for a graduate to claim to have completed an accredited course successfully, the accredited status of a course and its BACP organisational membership must be current at the time of that student’s graduation. When applying for an extension of accredited status, a course should consider future graduation dates and possible deferrals.

To apply for extension of accredited status, a course should submit:

* An explanation of the new circumstances and a brief rationale for the change (e.g. the course is ending because of funding difficulties)
* A general summary of what is being lost, what is being maintained and what is being added (e.g. end of taught element of course, details of ongoing support for students)
* An overview describing how the course continues to meet *Accreditation of Training Courses* (BACP 2012), with specific reference to how the criteria below are met (see below).

Assessment of the course against these criteria will enable BACP Professional Standards to sample the course. Courses may be asked to provide information in support of other/all criteria if appropriate.

A BACP Accreditation Assessor may request to visit the course for approximately half a day as part of the assessment process.

Courses with extended accredited status are subject to the usual Annual Monitoring Procedure.

### Fees

The application fee to extend the accreditation period by **one year** is **£500** and applies in all cases to cover administrative and assessment costs. To extend the accreditation period by **two years** is **£700.** If a course visit is deemed necessary, the course will also be liable to cover the assessors’ travelling costs.

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.

### 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 course seeking extension of accreditation continues to meet the criteria and is therefore accredited**

If the course seeking extension of accreditation continues to meet all the criteria, the accredited status continues to the course's accreditation extension date.

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 extended course is dependent on the meeting of specific conditions**

If the course seeking extension of accreditation cannot 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 extended 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 extended version of the course will not have accredited status.

**iii) Accredited status cannot be granted to the course seeking extension of accreditation**

If the course seeking extension of accreditation significantly fails to meet the criteria, an extension of accreditation cannot be granted and accreditation will end at the specified date. The response will detail in full criteria which have not been met and the reasons for the decision.

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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 the 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:** |

### BACP Fair Processing Notice

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**COURSE CONTACT DETAILS**

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| **Full title of course applying for extension** |
|  |
| **Name of training provider** |
|  |
| **BACP organisational member number** |  |  |
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**APPLICATION CONTACT PERSON**

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| **Name** |
|  |
| **Job title / role on course** |
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| **Direct telephone** |
|  |
| **Email address** |
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| **Please provide an explanation of the new circumstances and a brief rationale for the change:**  |
| **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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| **MEETING THE CRITERIA - Part A. Eligibility criteria** |

**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?** |
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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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| **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?** |
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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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| **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?** |
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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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| **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?** |
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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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| **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** |
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| **Assessor comments** *- course to leave blank* |
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| **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?** |
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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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| **B2.4** |
| **The course must provide appropriate accommodation and teaching and learning resources, library facilities, and other learning support facilities for students plus access to appropriate recording equipment.** |
| **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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**The course must:**

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| **B2.7** |
| **Provide structured teaching and learning experiences and regular opportunities for observation, practice, feedback (from both staff and peers), discussion and review** |
| **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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| **B2.8** |
| **Ensure that the students have the opportunity to benefit from a regular process of self-exploration, self-examination and reflection in a confidential setting in order to develop an understanding of themselves.** |
| **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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**B4. Client work**

**Practice placement**

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| **B4.2** |
| **The course must have a procedure in place for students to extend the training period in order to complete the required practice hours:**1. **The course must indicate clearly under what circumstances an extension is permitted and;**
2. **Over what time period this is allowed and;**
3. **How students are being supported during that period.**
 |
| **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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| **B4.3** |
| **The course seeking accreditation will have clear, written and published procedures for practice placements.** |
| **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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| **B4.5 *please address each individual sub criterion - these appear separately in order below*** |
| **There must be an explicit written agreement/contract between students, the placement provider and the course, which is available to all.** **This must include:** |
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| **i. A description of the course including its rationale and philosophy, procedures and resources and the requirements of students for client work and assessment****(e.g. supervisor reports, electronic media recording).** |
| **How is this sub 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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| **ii. A confirmation from the placement provider that its aims, orientation and philosophy are congruent with that of the course.** |
| **How is this sub 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. Details of where accountability lies for:** |
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| **a. the client work** |
| **How is this sub 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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| **b. reporting relationships** |
| **How is this sub 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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| **c. supervision arrangements** |
| **How is this sub 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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| **d. limits of confidentiality** |
| **How is this sub 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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| **e. complaints procedures** |
| **How is this sub 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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| **f. health and safety issues** |
| **How is this sub 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. A contract between the course and placement provider that details the requirements for reports on students, reciprocal feedback, meetings etc.** |
| **How is this sub 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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| **v. Details of the placement providers’ professional practice such as the initial assessment of clients, methods of referral to students, note taking/record keeping requirements** |
| **How is this sub 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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| **vi. Details of the type and range of client work undertaken by the placement provider, the kinds of client work contracts offered and any limits upon these in relation to student experience or other factors.** |
| **How is this sub 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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| **vii. Details of how clients are assessed for suitability to work with students.** |
| **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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**The application of theory to practice**

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| **B4.6** |
| **The course must ensure that students are formally introduced to the *Ethical Framework* before starting client work. The course must demonstrate that it assists its students to develop as ethical, accountable and reflective practitioners.** |
| **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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| **B4.10** |
| **The course must ensure that students are able to reflect on and work with the developing therapeutic relationship, including how to monitor the limits of their own competence** |
| **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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**Supervision**

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| **B4.13 *please address each individual sub criterion - these appear separately in order below*** |
| **The supervisory contract during training must stipulate:** |
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| **i. That all cases should be presented for supervision.** |
| **How is this sub 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. That students must present their work in supervision not less than fortnightly.** |
| **How is this sub 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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| **iii. That supervision must be not less than one hour’s presenting time to eight hours client work, subject to an overall minimum of 1.5 hours per month. (For compliance with the Ethical Framework the guiding principle should be the nature and complexity of the client work relative to the experience of the student rather than adherence to a minimum).** |
| **How is this sub 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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**B6. Student assessment**

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| **B6.12** |
| **There must be a published and readily accessible appeals procedure.** |
| **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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**B7. Course completion**

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| **B7.1** |
| **Students who complete the BACP Accredited Course successfully should receive a formal academic award from the training provider. The award certificate should include the****words, “BACP Accredited Training Course” or alternatively, the course should issue students with a written statement confirming that they have ‘successfully completed a BACP****Accredited Training Course’.** |
| **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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| **B7.2** |
| **B7.2 The course must provide a detailed statement of topics covered during the course and the student’s achievements. This should include a statement about the range of clients****seen by a student and the settings in which counselling/psychotherapy practice/client work has been undertaken.** |
| **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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| **B7.3** |
| **The course must make students aware of the purpose of ongoing Continued Professional Development (CPD) post qualification.** |
| **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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| **B7.4** |
| **The course must make students aware of the BACP counsellor/psychotherapist accreditation scheme.** |
| **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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| **B7.5** |
| **There must be provision for students to complete the course in the event of it being withdrawn or of departmental/institutional failure.** |
| **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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**B8. Course evaluation**

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| **B8.7** |
| **The course must have a published complaints procedure that includes a person in the hearing process who is independent of the course.** |
| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
|  |
| **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** |
|  |
| **Visit date/s (if applicable)** |
|  |
| **Visiting BACP staff (if applicable)** |
|  |
| **Visit course team members (if applicable)** |
|  |
| **Visit components (if applicable)** |
|  |
| **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 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** |
|  |
| *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 end date**  |
|  |
| **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.  |
|  |
| 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. |

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| Date of Creation: | June 2018 |
| Date of last review: | July 2020 |