**BACP Course Accreditation Scheme**

**Organisational Merger 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plagiarised information is discovered, our application for course accreditation may be invalidated and the application withdrawn.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

BACP is committed to complying with the GDPR and the DPA 2018. We only use the information you give us for the purposes specified on this form and laid out in detail in the BACP Privacy Notice. We will only hold the information for as long as we need it to carry out the task for which it was given. You have rights under current legislation to limit or prevent the processing of your data and to have access to this information. We never sell your personal information to third‑parties but may need to share your details with suppliers who work on our behalf. To find out more about how we use your personal data, any third‑parties we may share it with and your rights in relation to it, [see our privacy notice here](https://www.bacp.co.uk/privacy-notice/).

**CURRENT COURSE CONTACT DETAILS**

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

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

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| **What type of merger are you applying for?**

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| * **Type A - All institutions involved are dissolved and a new institution (legal entity) created.**
* **Type B - One or more of the institutions involved is dissolved and their property, rights and liabilities transferred to the one institution which will continue to exist as the same legal entity post-merger. An extra piece of legislation is necessary if the resultant institution then wants to change its name.**
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| Please indicate Type A or B and basic details: |
| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **Eligibility for continued accredited course status post-merger** |

**The criteria below must be satisfied for BACP to continue a course’s BACP accredited status post-merger.**

**M1** - The institution which seeks to deliver the accredited course post-merger must be a current organisational member of BACP. This membership may be a continued membership or a new membership but cannot be held by a subsidiary of the larger organisation (legal entity) or a department within it.

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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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**M2** - All course staff must be those involved in its delivery pre-merger.

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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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**M3** - The course content and structure of the course wanting accreditation post-merger must be the same as the accredited course delivered pre-merger.

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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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**M4** - The venue at which the course is delivered – including course resources and facilities - must be either the same as that for the accredited course previous to the merger or be sufficient to meet Criterion B2.4 of the *Accreditation of training courses (including the Core Curriculum).*

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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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**M5** - The support of the BACP member institution providing the course post-merger is required. This must be demonstrated in writing as part of the submission and signed by an appropriate key person on behalf of the BACP member organisation providing the course.

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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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**M6** - All proposed changes to the organisational structure governing the course and its staff must be made clear and presented for assessment as part of the application. The structure presented must be able to meet Criterion A8 and A9 of Accreditation of training courses (including the Core Curriculum) and any amended policies and procedures included in support of the application

• A8 - The course must submit evidence to demonstrate the accountability of the training provider for the course. This will include published policy and procedures on:

i. admission

ii. fees

iii. placements

iv. assessments

v. appeals

vi. complaints

vii. quality assurance and enhancement

The above list is the minimum requirement and is not necessarily exhaustive.

• A9 - The course must provide evidence of its staffing structure that clearly demonstrates lines of responsibility.

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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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**BACP ASSESSMENT REPORT**

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

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| **Materials assessed** |
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| **Summary of assessment findings** |
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| **Assessor comments** |
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| **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) |
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| **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. |

 (August 2020)