

# Tender for CPD Content Reviewer

The British Association for Counselling and Psychotherapy (BACP) invites tenders for a Continuous Professional Development (CPD) Content Reviewer to review content within the CPD hub.

## Background

BACP is the professional association for members of the counselling professions in the UK. We hold the objective to promote and provide education and training for counsellors and/ or psychotherapists working in either professional or voluntary settings, whether full or part time, with a view to raising the standards of the counselling professions for the benefit of the community and in particular for clients.

We aim to be the professional home of choice for members and communities of practice, providing relevant services and opportunities to learn, develop and inspire each other.

We also aim to equip our members to be able to work in a fast-changing world, to be able to influence and contribute to the wellbeing of society.

The CPD hub currently hosts 250 hours of CPD resources on a variety of themes to support members in their practice. New content is added monthly and most of the content is delivered through video with the addition of a small number of audio files.

The CPD hub is operated on a subscription basis, whereby members can gain access to content by subscribing for a small monthly fee in addition to their membership fee.

The CPD hub was established in September 2018 and now has over 12,000 subscribers.

## Aim

We're looking for a CPD content reviewer to cover a period from November 2020 until November 2021, supporting our aim to ensure our CPD hub content remains ethically accurate and relevant for members.

## About the role

The role will review content for 21 hours a month using a supplied checklist of criteria. It is anticipated this will provide an output of 10 reviewed resources from the CPD hub per month.

The review feedback will be captured using an established process and all amendments and recommendations are to be returned to BACP by either the last Friday or the 28th day of each calendar month, whichever is soonest.

Content ready for review will be provided to the CPD content reviewer the month proceeding the due date by either the last Friday or the 28th day of each calendar month, whichever is soonest.

## Role requirements overview

**Tender applicants will be able to demonstrate:**

- at least 5 years post qualifying experience as a counsellor/psychotherapist (preferably BACP Accredited or equivalent)
- BACP membership - minimum MBACP - registered
- a clear understanding of the Ethical Framework for the Counselling Professions
- experience in dealing with ethical issues within private practice and/or organisations
- an ability to apply knowledge of the Ethical Framework for the Counselling Professions to reviewing the CPD content, ensuring the content is ethical, relevant and accurate
- an awareness of workplace issues and employment law
- an understanding of the law in relation to equality, diversity and inclusion, specifically the Equality Act 2010 including the Disability Equality Duty
- an understanding of Data Protection Law 2018 and GDPR regulation
- the ability to accurately complete the provided pro-forma feedback form for each resource, but also make additional recommendations as necessary for the future of the resource
- ability to meet set timescales

**Tender applicants will also:**

- be able and willing to use own device to review the content
- ensure their own device is kept up to date with the latest security firewall
- ensure their own device has Microsoft applications installed and a Chrome Browser
- ensure they have access to a highspeed internet connection to reduce the likelihood of buffering of video content
- be contactable via email
- participate in online meetings with the CPD team via Microsoft Teams as necessary

## **Application process**

We invite you to submit a clear proposal addressing the criteria above and outlining the following:

- your understanding of CPD and its purpose
- what does ‘good’ CPD look like to you, including what you would expect from a CPD resource
- how you will approach this project, including time management, how you will review the content and the considerations you will take when reviewing the content
- how you will challenge yourself to review content that may offer perspectives on current practices that differ from your own approach/perspective
- any relevant experience of a similar role
- a breakdown of your fees (see ‘Costs’ section below)

Successful tender applicants will be invited to an online interview with Rebecca Gibson, CPD and Online Resources Manager and another BACP manager

## **Budget**

The contract for service will attract a maximum fee of £120 per resource reviewed. It is anticipated that 21 hours of review time per month will deliver an output of 10 resources reviewed per month. This is an initial 1-year fixed term contract with an option to extend dependent on the success of the project.

## **Costs**

Consideration of quoted costs will significantly influence the tender evaluation process and awarding of the contract, as well as demonstrated skills and experience relating to the role requirements and application criteria detailed above.

## **Timetable**

Tender applications should be submitted by 5pm on Monday 5th October. An interview will take place on the 12th October 2020 after which date the contract will be awarded to the preferred bid. An initial contracting session will take place by 28th October 2020.

## **Further information**

If you have any questions or would like an informal conversation about the role, please contact Rebecca Gibson, CPD and Online Resources Manager [rebecca.gibson@bacp.co.uk](mailto:rebecca.gibson@bacp.co.uk)

## **Submission**

Tenders should be submitted via e-mail to:

Nicola Pickup, Commercial Contracts and Procurement Manager  
[contracting@bacp.co.uk](mailto:contracting@bacp.co.uk)

Tenders to be received no later than **5pm on Monday 5th October 2020.**

Nicola Pickup  
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