

## BACP Course Accreditation Scheme

### Developmental Changes Policy

Please use this policy to propose changes to a BACP accredited course. If the course is also due to renew its accreditation, you may use this policy in conjunction with the renewal process if BACP agrees (please make enquiries to the office before submitting your application).

The accredited status of a course is dependent on its most recent assessment. To make changes without further assessment is to risk the accredited status of the course. Changes must be submitted to BACP in good time for consideration and approval ahead of the proposed implementation date. Once approved, the changes may be made and the course can continue as accredited.

Please do not use this policy if you are planning to deliver an identical version of your accredited course at new/alternative premises or to an additional intake (cohort) - contact us to request the necessary documentation. There are two options below, dependant on the type of changes you want to make.

#### Option 1 - to replace the existing accredited course with a changed version

Once the proposed changes have been approved, the changed version can replace the original accredited course. The original version of the accredited course will cease to recruit and then close (it may 'teach out'). The accreditation renewal date for the original accredited course will apply to the changed version, i.e. accredited status continues with the changed course to that point. If a previous version of an accredited course is reintroduced at any point, it will not have accredited status.

**Fee:** assessment is free of charge.

*Example: An accredited Advanced Diploma is developed into a Foundation Degree, necessitated by changes in funding. BACP approves the proposed degree as a development of the Advanced Diploma and agrees that accreditation can continue with the Foundation Degree. The Foundation Degree recruits, replacing the Advanced Diploma as the 'live' accredited course delivered by that training provider. Meanwhile, existing students continue the Advanced Diploma to graduation, after which point the accredited Advanced Diploma ceases to exist.*

#### Option 2 - to add a changed version of the accredited course (which will run in addition to the accredited course)

*Once the proposed changes have been approved, the changed version of the accredited course can be run in addition to the existing accredited course. Accreditation is awarded British Association for Counselling and Psychotherapy [www.bacp.co.uk](http://www.bacp.co.uk) to the new version for a five-year period from the date of approval. The original accredited course is unaffected and continues to its accreditation renewal date as usual.*

**Fee:** assessment and award of additional accreditation is £300

*Example: a training provider has an accredited three-year course delivered in monthly residential blocks. It wants to add a weekly evening version of this course which runs for two*

*years. Recruitment to the three-year course is adequate but feedback suggests that the alternative delivery would be popular. The provider does not want to close the three-year course in the foreseeable future.*

## Submission of developmental changes

The training provider should clearly state which option is being used and submit a Developmental Changes Application Form which can be downloaded from our [website](#) or by contacting the Course Accreditation Officer.

## Assessment

BACP will make an assessment of the submission and may choose to visit the course as part of the assessment process where appropriate.

## 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 changed course will meet the criteria and is therefore accredited.**

If the course continues to meet all criteria, the accredited status will either

- continue to the course's accreditation renewal date (Option 1)
- be granted for a period of five years from the decision date (Option 2).

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 proposed changed course is dependent on the meeting of specific conditions.**

If the changed version of the course cannot continue to 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 changed version of the 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 changed version of the course will not have accredited status.

### **iii) Accredited status cannot be granted to the proposed changed course.**

If the proposed changed course would fail significantly to continue to meet the criteria, it cannot be granted accredited status. The response will detail in full criteria which have not been met and the reasons for the decision.

NB for ii) or iii) above, the continued accreditation of the existing accredited course will be forfeited if any unapproved changes are made.

### **iv) The proposed changes to the course are of such significance as to change the course beyond all recognition from that which was accredited by BACP.**

The proposed changes cannot be assessed under the Developmental Changes Procedure. In such cases, a new application for course accreditation may be recommended in the response. All new applications must be made under Accreditation of Training Courses (BACP 2009, 5th edition).

## Summary of permissible changes

The accredited status of a course is dependent on its most recent assessment. To make changes without further assessment is to risk the accredited status of the course. Changes must be submitted to BACP in good time for consideration and approval ahead of the proposed implementation date. Once approved, the changes may be made, and the course can continue as accredited.

This summary document details those changes which are permissible and those which are not.

This document relates to the current Accreditation of Training Courses scheme (2009, 5th edition updated in 2012).

## What constitutes a permissible change?

Permissible changes need to be those which do not significantly change the course beyond all recognition from that originally accredited and which do not cause the course to fail to meet the criteria set out in the *Accreditation of training courses (including the Core Curriculum)*, also referred to as the 'Gold Book'. Some changes to the criteria may be possible, but conditions would need to be given and met before the revision is permitted accredited status.

Changes in 'Gold Book' criteria could be allowed in terms of:

- structure and staffing (B1.1)
- competence to deliver all elements of the course (2.1 - if new staff taken on)
- change of venue (B2.4) - this is covered by the Changes of Facilities/Premises policy
- APL procedures (B9)
- Additional client group - where an accredited course (or those applying for accreditation) wants to include some training, assessment and placement practice in a type of therapy that constitutes working with a different client group (other than the main focus of the course e.g. CYP or families) or in different contexts (e.g. online therapy), and in accordance with set parameters so as not to diminish the core training
- Alterations in course duration
- Movement of modules within the course, including changes in credits
- Inclusion of additional cohorts

## What constitutes a new course?

A new course is considered to be one for which there is proposed a significant change to the course content and/or structure of the original course that impacts the rationale, philosophy, theoretical approaches and associated knowledge previously offered by the provider. This in turn would challenge the following criteria (listed below) and would demonstrate that this would be too significant to be accommodated by the course changes scheme. Such changes would need to be newly assessed in terms of meeting the standard for accreditation and the course would need to apply for accreditation for a new course.

- the rationale, theoretical approaches and associated knowledge
- **Teaching and Learning (B2)**, e.g.
  - all staff must be appropriately qualified to cover all elements of the course between them (B2.1)

- teaching and learning methods need to be consistent with the course rationale and philosophy (B2.5i)
- the ways in which students demonstrate their self-awareness needs to be consistent with the rationale and philosophy (B2.6)
- students need to have opportunities to practice skills appropriate to the rationale and philosophy of the course (B2.12)
- **Client Work (B4)**, e.g. client work should be congruent with the rationale and philosophy of the course (B4.1iii)
- **Practice Placement (B4)**, e.g. the aims, orientation and philosophy of the placement provider need to be congruent with that of the course (B4.5ii)
- **Application of Theory to Practice (B4)**, e.g. if there are changes to any of the theoretical approaches, then these criteria will be impacted:
  - B4.7ii - teaching the students to conceptualise the nature of clients' issues;
  - B4.8i c) - communicating clear information about the process of therapy and the process of therapeutic change;
  - B4.8iii - applying and monitoring a range of therapeutic interventions consistent with the rationale and philosophy of the course.
- **Supervision (B4)**, e.g. the rationale and philosophy of supervision needs to be compatible with that of the course (B4.15)
- **Course Completion (B7)**

If a developmental changes application is rejected and the changes are deemed to constitute a new course, you will have to make a new application under the Course Accreditation Scheme.

We regret that the scheme in its current edition cannot accommodate courses which have yet to graduate a cohort of students from the training.

(Last reviewed November 2020)