

BACP Course Accreditation

Person-Centred Experiential Counselling for Depression (PCE-CfD) - New Course Visit Protocol (via video call)

When do we visit and how long will it take?

A virtual visit will take place once the assessors have assessed whether the course meets the eligibility criterion from the evidence presented with their application. The assessors will arrange the visit to coincide with the delivery of a PCE-CfD training course. This will enable online observation of timetabled teaching of the programme and provide an opportunity for the assessor to speak to trainees, staff and IAPT Representatives. It will also involve the assessors looking at other relevant documentation. The virtual visit is usually split over two mornings.

Who visits the course?

The visit is usually made by two BACP Accreditation Assessors. The main assessor is responsible for the course accreditation assessment process, including reviewing any changes made to the course content or delivery since it was first established.

What is the purpose of the assessors visit?

The course visit is a condition of the assessment process. The assessors are required to verify training standards, including but not limited to checking for adherence to the IAPT National Curriculum, student attainment of PCE-CfD competence, Supervised PCE-CfD practice, staffing and student resources. The second assessor supports the verification process.

Who needs to be included in the visit?

Course tutors, at least two IAPT Service Representatives who are responsible for PCE-CfD trainees and trainees from the current cohort are required to be present during the virtual visit.

IAPT Service Representation

At least three weeks in advance of the QA Visit, please contact and organise the online presence of at least two IAPT Service Representatives responsible for PCE-CfD trainees that have been trained. The Assessors will meet with the IAPT Representatives during the visit.

Planning the visit

When the visit day is confirmed, you will be asked to draft a visit timetable which contains the standard elements of a BACP visit. The draft timetable should be forwarded to BACP assessor(s) in good time for them to prepare for the visit. They will make any amendments

(if necessary) and then agree the final timetable with the named contact at the applicant centre, prior to the visit.

The timetable will need to incorporate the following elements:

- 1. A brief introductory meeting with a named course contact**
To go through schedule, IT etc. (15 mins)
- 2. Discussion time with staff team**
Preferably all tutors will be present, to discuss course and ask questions related to the eligibility criteria/delivery of the IAPT National Curriculum. (45mins - 1 hour)
- 3. Discussion with IAPT Service Representatives**
Preferably separately from course staff for the first part, followed by time with the staff team and assessors if possible (up to 45 minutes).
- 4. Assessors' observation of course teaching**
Observation of the CfD module(s) being taught on day of visit. (Approximately 1 hour)
Course to arrange for assessors to be included in online teaching session.
- 5. Student feedback**
Student discussion group to meet separately from course staff, for assessor to verify that students' experience matches national curriculum requirements and equips them for CfD practice (1 hour)
- 6. Summary and conclusion of visit with course tutor/s**
At the end of the visit, the assessor will give their initial feedback about the visit and timescale for the Assessment Report. (Approx. 1.0 hour)

What do the BACP Assessors need before the visit?

Please make sure that the following resources and course materials are available to the assessors before the visit day.

- Access to the named course contact during the visit, to clarify any matters arising
- Completion and deferral rates
- Completed course/student evaluations across modules and how any student points were actioned and followed up.
- Supervisor contracts and supervisor reports (a minimum of two)
- Copies of six samples (top, middle and bottom grades) of assessed student practice (with real clients) audio recordings (Module 10). These samples are from the previous taught cohort and are placement sessions with clients that will have been submitted for summative assessment purposes.

Confidentiality

BACP assessors are expected to work within BACP's current Ethical Framework, and all course materials will be treated confidentially.

What if the course cancels the course visit?

Gaining BACP Course Accreditation - PCE-CfD will be delayed unless the course visit can be rearranged within one month.

BACP office staff and support

BACP Course & Service Accreditation Officers coordinate the accreditation application process and liaises with the assessment team including arranging Visits. If you have any queries, please email accred.course@bacp.co.uk

(Last reviewed January 2023)