

BACP Course Accreditation Scheme

Application for Additional Delivery of a BACP Accredited Course Policy

A course provider may wish to gain BACP accreditation for a course which it delivers at a different location or to an additional cohort, but which is otherwise identical to another of its courses which BACP has already accredited.

The following criteria must be met for an application to be accepted and assessed under this process. As part of the assessment process a BACP assessor may request a quality assurance visit to the course (applicable to all non-UK based course deliveries).

Criteria

1. The course seeking accreditation for additional delivery is provided by the same institution which provides the course which is already BACP accredited. The support of the providing institution is required and must be demonstrated.

2. That it is the course which is seeking accreditation for additional delivery rather than the providing institution or a network of courses.

3. The course seeking accreditation for additional delivery is identical to that which is BACP accredited:

i) It must satisfy all the published criteria. Therefore, 'identical' extends beyond the content of the course and applies to areas such as delivery, policies and procedures and organisational structure.

ii) At least ONE member of the core staff must be common to both the accredited course and that which is seeking accreditation for additional delivery. This is essential for the courses to be considered under this procedure as 'identical'. Criterion A4 clarifies the role of core staff members:

A4 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.

iii) If the teaching staff members differ between the accredited course and that which is seeking accreditation, the latter must demonstrate how it meets the following, published criteria:

A5 All course staff must be members of an appropriate professional body with a complaints procedure to which they are subject.

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.

B2.1 All course staff must be appropriately qualified and demonstrate competence between them to cover all elements of the course.

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 (2016) (the Ethical Framework).

B2.3 Course staff must have regular meetings and access to other forms of support, consultation and professional development.

Additional Delivery Fee

The fee for applying under this procedure is £300 per additional delivery and then an extra £40 on top of your annual accreditation fee per annum. There may be increased costs where the course is non-UK based (e.g. visit expenses).

Submission document

The course must submit a completed application form with supporting evidence.

- Rationale explaining that it is the course which is seeking accreditation for additional delivery, rather than the training provider or a network of courses.
- Declaration that the additional course is identical to the course which is already accredited, signed by a core member of staff common to both courses.
- Course information, (e.g. course handbooks) to demonstrate how the course is identical to that which is already accredited.
- A brief explanation as to why the course provider can be regarded as being the same for both courses.
- A statement from the providing institution confirming its support of the course.
- Current information about the staff team (include profiles or CVs as appropriate to support A7 and B2.1) if different to that of the accredited course. Please indicate which are the core members of staff.
- Description of how each common core member of staff has substantive involvement with both courses.
- Details of placement arrangements, if these are different to the accredited course
- Information on the venue's facilities and resources as available to course students (additional venue applications only).
- External examiners report(s) for the course.

The submission and supporting documentation must be submitted to BACP electronically via a secure One Drive folder - the link for this will be provided by the Course Accreditation Officer.

Visit stage protocol

A quality assurance visit will be arranged where the BACP assessor for the application deems one necessary. The course will be asked to pay the visit costs and also to draft a visit programme in advance, which should be designed to cover the following elements:

- Meeting with the course director
- Meeting with the staff involved in course delivery

- Meeting with the students
- Observation of a teaching session
- Opportunity to consider course evaluation forms

As a rough guide, a visit will not be more than six hours and may be less. The assessor will also need practical information on making the visit such as location map, parking permit and/or public transport details.

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 additional course meets the criteria and is therefore accredited

If the additional course meets all criteria, the accredited status applies up to the originally accredited course's renewal 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 additional course is dependent on the meeting of specific conditions

If the additional course cannot meet all the 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 additional course will be confirmed when the assessor is satisfied that all conditions are met.

If a response to the condition(s) is not received by the given date, the additional course will not gain accredited status.

iii) Accredited status cannot be granted to the additional course.

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

Date of Creation:	June 2018
Date of last review:	June 2021