

BACP Course Accreditation

Person-Centred Experiential Counselling for Depression (PCE-CfD)

Annual Monitoring - Visit Protocol

When do you visit and how long will it take?

An Annual Monitoring visit will take place approximately one year from receiving the accreditation award. The assessors will arrange to visit during the delivery of a PCE-CfD training course. This will enable observation of timetabled teaching of the programme and provide an opportunity for the assessor to speak to students. (Usually during lunch break to avoid disruption to the timetable).

Who visits the course?

The Annual Monitoring visit is usually made by two BACP Accreditation Assessors. The Lead Assessor is responsible for the Course Accreditation Assessment Process, including reviewing any changes made to the course content or delivery since accreditation was awarded.

What is the purpose of the assessors visit?

The Annual Monitoring Visit is a condition of maintaining accreditation after the initial QA assessment. The assessor is required to verify ongoing training standards, including but not limited to; checking for continued Eligibility, 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 are required to be present.

IAPT Service Representation

At least 3 weeks in advance of the QA Visit, please provide the BACP assessor with contact details (name, address, telephone number(s) and email) of the IAPT Service Representative(s) responsible for ALL PCE-CfD students trained. The Lead Assessor will contact them to arrange a telephone interview and completion of a feedback questionnaire.

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 QA visit. If requested by the Lead Assessor, you may also need to incorporate additional requirements into the timetable, if any have been specified. 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, and then agree the final timetable directly with the named contact at the applicant centre, prior to the visit. (*See Annual Monitoring Visit Format*)

Annual Monitoring Visit format (CfD)

1. **A brief introductory meeting with a named course contact**
Domestic arrangements, Wi-Fi password, orientation to centre and facilities. (Up to 30 mins)
2. **Discussion time with staff team**
Preferably all tutors will be present, to discuss any changes and issues around the delivery of the PCE-CfD National Curriculum since the initial QA visit. (Up to 1.0 hr)
3. **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 PCE-CfD practice. (Ideally up to 1 hour over lunch to avoid disruption to programme)
4. **Assessors' observation of course teaching**
Observation of the PCE-CfD module(s) being taught on day of visit. (Approximately 1.5 hours)
5. **Time and space for assessors to view evidence and to make notes**
The assessors will need time and a private space to view documentary evidence (for example, supervisor reports, student course evaluations) to note their findings and to prepare their initial feedback. (Approx. 2.0 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 Annual Monitoring Report. (Approx. 1.0 hour)

What does the BACP assessor need on the day?

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

- A room for private discussion. This may also be used to display student portfolios and other documents.
- Access to the named course contact during the QA visit, to clarify any matters arising
- Completed course/student evaluations across modules and how any student points were actioned and followed up.
- Supervisor contracts and supervisor reports

- Completion and deferral rates

Other essential information

Please arrange to send course venue details for the visit including a location map, car parking details and parking permits (if required), initial meeting point for arrival on campus, emergency contact number for the day and any other information you think would be useful. Please also arrange for refreshments and lunch for the visiting assessors.

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 QA visit?

BACP Course Accreditation - PCE-CfD may be suspended unless the annual monitoring visit can be rearranged within one month of the due date.

BACP office staff and support

Sabine Maltby, Course Accreditation Administrator coordinates the course accreditation process and liaises with the assessment team including arranging Monitoring Visits. If you have any queries you are welcome to contact her on 01455 88302 or sabine.maltby@bacp.co.uk