**BACP Course Accreditation Scheme**

**Developmental Changes Application – OPT Addendum**

## The OPT Addendum

We’ve published an addendum for adult-focussed accredited courses which reflects BACP’s ‘post-pandemic’ position for course accreditation. This gives training providers the option to embed elements of online training and remote placement provision, and core competences in online and phone therapy (OPT).

If you’d like to incorporate these additional elements in to your training on a permanent basis, you’ll need to complete this course accreditation developmental changes form and align your training with core subject areas (option 1) in the OPT training curriculum which you can find on our [website](https://www.bacp.co.uk/events-and-resources/ethics-and-standards/competences-and-curricula/online-and-phone-therapy/).

CYP core training courses:

The OPT competence framework only covers working with adult clients, and so we don’t yet have the standards for working remotely with CYP to inform the course accreditation criteria. In 2021-22 we are developing competences for working with CYP remotely and once we have these, we will include these in the OPT addendum.

CYP core training courses will be able to include online teaching delivery of up to 30% of the total tutor contact time. Please complete the relevant sections in the form below.

### BACP Fair Processing Notice

BACP is committed to complying with the GDPR and the DPA 2018. We only use the information you give us for the purposes specified on this form and laid out in detail in the BACP Privacy Notice. We will only hold the information for as long as we need it to carry out the task for which it was given. You have rights under current legislation to limit or prevent the processing of your data and to have access to this information. We never sell your personal information to thirdparties but may need to share your details with suppliers who work on our behalf. To find out more about how we use your personal data, any thirdparties we may share it with and your rights in relation to it, [see our privacy notice here](https://www.bacp.co.uk/privacy-notice/).

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| Declaration of honesty |
| **Sign and date below to confirm that your application is true and complete.**  I declare that as far as I know, our application contains only true information. I hereby authorise the officers of BACP to make such enquiries as they consider necessary to verify the information given.  I understand that if any incorrect, incomplete or plagiarised information is discovered, our application for course accreditation may be invalidated and the application withdrawn. Such matters may also be referred for consideration under the Professional Conduct Procedure or the Article 12.6 procedure as appropriate.  I agree to the current [Terms & Conditions](https://www.bacp.co.uk/docs/pdf/15007_t&cs%20course%20accred%20v3%20july%202017%20final.pdf) for course accreditation as set out by BACP (copy available on request).  **Signed:** **Dated:** |

**COURSE CONTACT DETAILS**

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| --- | --- | --- |
| **Full title of course applying for changes** | | |
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| **Name of training provider** | | |
|  | | |
| **BACP organisational member number** |  |  |
|  | | |

**APPLICATION CONTACT PERSON**

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| --- |
| **Name** |
|  |
| **Job title / role on course** |
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| **Direct telephone** |
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| **Email address** |
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| **Changes Rationale** |

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| **How will embedding OPT work affect your course rationale and philosophy?** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **Changes Report** |

How is the existing course changing? Please give us an overview here. You will be asked to address the specific OPT criteria in the section below, so you do not need to detail these here.

**i. Please tell us what is being:**

* **lost**
* **maintained**
* **amended**
* **added**

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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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**ii. Details and CVs of staff to demonstrate that they are currently in practice and competent to teach the OPT elements of the course.**

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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **Date of implementation** |

Please state when the first running of the course that includes the OPT Addendum will start.

**Date**

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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **MEETING THE OPT ADDENDUM CRITERIA** |

**Date of implementation**

## Eligibility Criteria

### A2.1

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| **The training provider must deliver an in-depth course offering professional practitioner training. There must be a minimum of 400 hours of direct teaching or instruction time.**  **A maximum of 30% of the total tutor contact time can be delivered online. Only synchronous, ‘live’ online teaching can be counted towards the minimum 400 hours of direct teaching or instruction time.** |

**How is this criterion met?**

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| **Reference to supporting evidence** – please send us a clear calculation of the direct teaching  hours including a breakdown of the proportions of in-person classroom-based teaching and online,  synchronous hours   |  | | --- | |  |  |  | | --- | | **Assessor comments** *- course to leave blank* | |  | | **Assessor decision** *- course to leave blank* | |  | |

### A3.1

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| **Students must undertake a minimum of 100 hours of supervised practice exclusive of missed sessions. The majority of the overall supervised practice hours must be conducted face-to-face with clients. The remainder can be a combination of online-video and phone, or online-video only.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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A8.1

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| **The course must submit evidence to demonstrate the accountability of the training provider for the course. This will include published policy and procedures on the following:** |

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| **viii.) OPT appropriate data protection policies and procedures** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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## Course Delivery Criteria

### ****B1. Admission****

B1.1

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| **Applicants must be provided with detailed and accurate information about the course, including its:** |

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| **vii) conditions of participation (e.g. time commitments; the need for good internet connection; suitable technology/devices; technical ability to work online; and a private space to attend online training sessions and/or for OPT sessions if remote client work at the student’s home is required/allowed)** | |
| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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### ****B2. Teaching and learning****

### B2.1

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| **All course staff must be appropriately qualified and demonstrate competence between them to cover all elements of the course. Course staff must have knowledge and experience in working with clients online and over the phone and be competent in delivering experiential learning online. Courses may bring in specific expertise to teach elements of the OPT training where there are gaps in knowledge within the teaching team, but it is the course overall responsibility to ensure that all elements of the core OPT content and learning outcomes are being met.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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### B2.4

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| **The course must provide appropriate accommodation and teaching and learning resources, library facilities, and other learning support facilities for students plus access to appropriate recording equipment.**  **For online teaching delivery:**  **i. The course must have the appropriate technology, software and IT support for online**  **teaching to take place without unnecessary interruption.**  **ii. There must be adequate data security in place.**  **iii. The course must have a policy for online teaching that includes:**   * **Student attendance (e.g. fully present with cameras on, how attendance will be monitored)** * **Student ‘netiquette’ (e.g. not engaging in ‘private’ text-based communication with other group members during taught sessions, microphones on mute when not speaking etc.)** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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### ****B3. Knowledge****

### B3.9

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| **The course must demonstrate that students are taught in all the core subject areas within the OPT curriculum [1]** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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### B4. Client work

B4.1 ***please address each individual sub criterion below***

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| **The course must require all students to complete a minimum of 100 hours of supervised practice (exclusive of missed sessions), taking note of the following:** |
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| **i) Before starting client work, students must be assessed individually for their readiness to take clients. This must include an assessment of readiness to begin work with clients remotely.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **vi) Due to the particular legislative, insurance and safeguarding considerations for international practice students should only work with UK based clients.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **viii) On adult focused accredited courses, OPT placement hours can only be carried out with adults, not with children and young people (under 16 years old).** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **ix) The majority of the supervised placement hours need to be carried out face-to-face and the remainder can be a combination of online-video and phone or online-video only. Text-based, asynchronous online practice is not allowed.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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### Practice placement

### B4.3

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| **The course seeking accreditation will have clear, written and published procedures for practice placements, which will include procedures for remote working and any requirements for homeworking where relevant.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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B4.5 ***please address each individual sub criterion below***

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| **There must be an explicit written agreement/contract between students, the placement provider and the course, which is available to all. This must include:** |

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| **iii) Details of where accountability lies for:** |

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| **g) data protection** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **v) Details of the placements remote working support structures, to include:** |

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| **a) where OPT sessions will be conducted with a clear policy for homeworking if relevant** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **b) how students can debrief after OPT sessions and/or where to take concerns about their remote client work** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **c) the placement procedure for when the technology fails during an OPT client session** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **d) information about additional support services and onward referral pathways that students can share with OPT clients when required** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **viii) Details of how clients are assessed for suitability to work with students, and for working online or over the phone.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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### The application of theory to practice

### B4.6

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| **The course must ensure that students are formally introduced to the Ethical Framework before starting client work. The course must demonstrate that it assists its students to develop as ethical, accountable and reflective practitioners. This must include the application of the Ethical Framework in remote working e.g. online ‘netiquette’, appropriate social networking behaviours and managing own digital footprint.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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B4.7 ***please address each individual sub criterion below***

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| **Formal course time must be given to:** |
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| **i) Training in assessment procedures consistent with the rationale and philosophy of the course, and which are relevant for face-to-face and OPT working. This must include the important elements of a risk assessment strategy informed by evidence based practice and relevant research.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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B4.8 ***please address each individual sub criterion***

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| **The course will develop, monitor and assess each student’s OPT competence to:** |
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| **i) Establish a clear framework for the therapeutic work including;** |

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| **a) awareness of the limits of confidentiality and other ethical and professional boundaries** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **b) clear procedures for pre-assessment communication with clients about services on offer** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **c) clear information about the process of therapy and the process of therapeutic change** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **d) a description of the responsibilities of each party to the contract** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **e) the negotiation of appropriate outcomes with clients** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **f) the negotiation of all details of the practical arrangements including the number of sessions available** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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| **ii) Apply a body of knowledge, informed by contemporary research, consistently and effectively during the course of the therapeutic process.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **iii) Apply and monitor a range of therapeutic interventions consistent with the rationale and philosophy of the course.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **iv) Work with difference and diversity as it impacts on the therapeutic relationship or the process of therapy.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **v) Be aware of the potential power imbalance in the therapeutic relationship.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **vi) Reflect on and manage the therapeutic process and to work with the unexpected nature of life and of the therapeutic relationship.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **vii) Review and evaluate the initial assessment decisions and if necessary modify the work with the client or conduct a referral.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **viii) Conduct an ending.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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### ****Supervision****

### B4.12

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| **The course must ensure that students have regular and sufficient supervision in line with the requirements of the Ethical Framework. A mix of individual and group supervision is strongly recommended. The mode of supervision must be the same as the client work, therefore, a mix of face-to-face and OPT supervision is required.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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### B4.15

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| **The course must have specific criteria for the selection of supervisors. They must work within the Ethical Framework. Their rationale and philosophy should be compatible with that of the course. Supervisors should be experienced and competent in OPT. Please note: competence for supervisors should be aligned with the BACP Supervision competence framework, which includes the OPT supervision competences which can be accessed** [**here**](https://www.bacp.co.uk/events-and-resources/ethics-and-standards/competences-and-curricula/supervision-curriculum/)**.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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### B4.16

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| **Supervisors must work to an explicit contract with the course and the placement provider, which clarifies accountability for the client work, reporting and assessment requirements, issues of confidentiality and practical issues such as meetings, finance and the mode(s) of delivery i.e. face-to-face, online/phone supervision.** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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### ****B6. Student assessment****

B6.4 ***please address each individual sub criterion below***

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| **To ensure public safety, the course must assess students at appropriate key stages throughout the training for:** |
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| **i) readiness/competence to practice counselling/ psychotherapy face-to-face and remotely.** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **ii) the ability to monitor and manage the therapeutic process in both face-to-face and remote practice** |

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| **How is this sub-criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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### B6.9

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| **The course should provide evidence that students are assessed against clear and specific criteria as being competent to practice with real clients both face-to-face and remotely.**  (NB: for assessment of OPT competence, courses should refer to the core learning outcomes in OPT training curriculum) [1] |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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### ****B7. Course completion****

### B7.2

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| **The course must provide a detailed statement of topics covered during the course and the student’s achievements. This should include a statement about the range of clients**  **seen by a student and the settings in which counselling/psychotherapy practice/client work has been undertaken (to include the proportion of face-to-face and OPT client work undertaken).** |

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| **How is this criterion met?** |
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| **Reference to supporting evidence** |
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| **Assessor comments** *- course to leave blank* |
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| **Assessor decision** *- course to leave blank* |
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[1] The Online and phone therapy training curriculum can be accessed from <https://www.bacp.co.uk/events-and-resources/ethics-and-standards/competences-and-curricula/online-and-phone-therapy/>

## BACP ASSESSMENT REPORT

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| **Assessor(s)** | |
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| **Materials assessed** | |
|  | |
| **Assessor comments and summary of assessment findings** | |
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| **Conditions imposed and their deadlines** | |
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| *Where a course fails to meet a criterion or sub criterion, the assessor will specify a condition to be met before accreditation can be awarded. Each condition must be evidenced satisfactorily by the deadline shown in order for accreditation to be awarded. If further information is not satisfactory or is not submitted by the final deadline date, the course’s conditional accredited status will be withdrawn.* | |
| **Recommendations made** | |
|  | |
| *Recommendations are made with regard to course development and improvement but are not conditional for course accreditation. Please use the next Annual Monitoring Report to show how they have been considered and addressed.* | |
| **Assessment outcome** | |
|  | |
| **Accreditation dates** (to be filled in by the office) |
|  |
| **Report ratified for BACP by** | |
|  | |
| **Date signed** | |
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|  | |
| Courses are reminded that the title of the course given in this application is the title by which BACP will recognise the course. Courses should be sure to replicate this title on any correspondence and reports regarding the course and certification for graduates. | |
|  | |
| The published Terms and Conditions for course accreditation apply to all courses currently accredited under this scheme. The Terms and conditions are subject to change and maybe updated from time to time as notified by BACP. It is the course’s responsibility to keep up to date with current requirements. | |
|  | |
| A course may not continue to be accredited if it fails to meet all criteria for the course accreditation scheme. | |

(October 2018)