



Approved Centre Guidance for Conducting the BACP Certificate of Proficiency (CoP)

Introduction

This guidance has been produced to ensure that SQA Approved Centres are clear on the process for conducting BACP's CoP assessment. Centres are required to follow the process set out and show evidence of this at external verification.

Joint certification

SQA and BACP have formed a Qualification Partnership Agreement (QPA) which means that candidates who successfully achieve the HND in Counselling and the CoP will receive a certificate that is jointly awarded by both bodies.

The QPA sets out the roles and responsibilities of both SQA and BACP; this guidance has been produced specifically to support centre's CoP arrangements and delivery.

Guidance on all other units can be found in the unit specifications and this group award specification.

BACP Certificate of Proficiency

The CoP is a computer-based multiple-choice assessment that allows HND student members to demonstrate their awareness of the knowledge, skills and abilities required to be a professional counsellor/psychotherapist. The content is based on case studies of practice situations, all written by counselling and psychotherapy professionals. The CoP online assessment will normally be offered at two points in the year, June and November.

The CoP establishes a standard measurement of minimum competence which all practitioners should have and which all clients have a right to expect. It enhances confidence in the profession of counselling psychotherapy within the public and wider community.

The CoP has been included in the framework of the HND, however BACP retain the **Intellectual Property** Rights (IPRs) — (the rights granted to the creators of IP, and include trademarks, copyright, patents, industrial design rights, and in some jurisdictions trade secrets).

As stated in the QPA agreement — BACP retain full responsibility for the CoP delivery to centres and **all** communication relating specifically to the CoP should be directed to the BACP.

Process

- ◆ Centres will register their candidates with SQA for the HND at the agreed cost of £150 per candidate.
- ◆ Centre must identify a single point of contact to take responsibility for BACP communications (usually the SQA Co-ordinator).
- ◆ Centre contact will forward a copy of the candidate's registration details (to the BACP Membership Manager*) as submitted to SQA when the group is registered^[1]. At the same time the centre will inform BACP of the assessment site and preferred date for delivering the CoP. The registration list will enable BACP to invoice SQA directly for each candidate registered.
- ◆ Registered candidates can then apply to BACP for *Student Membership*, this should be done as soon as they are registered with SQA.
- ◆ BACP will liaise with the centre contact to make arrangements for the CoP delivery at least six weeks before the identified assessment window. At this point the centre will confirm the names of individual candidates taking the CoP.^[2]
- ◆ Centre must identify a single point of contact who is responsible for the CoP App and the delivery of the CoP on the day of the assessment. If not the SQA coordinator, this must be a person who is entirely independent of the course delivery and assessment, e.g. a lead invigilator.
- ◆ Centre will conduct the CoP (under closed-book invigilated conditions). As previously stated, invigilators must not be involved in any aspect of the course delivery or assessment.
- ◆ BACP will mark and moderate the completed assessments.
- ◆ BACP will confirm CoP results to individual students by letter within five weeks, add pass/fail classification to student member records and send a complete list of results for the candidates entered to the centre contact.
This results list must be retained for SQA external verification purposes.
- ◆ Centre will upload the CoP results with SQA — triggering HND certification as appropriate.
- ◆ Successful candidates will send BACP (Membership) a scanned copy of their completed HN Diploma certificate in order to apply to upgrade to Individual Member. They may then be invited to sign the Terms and Conditions to join the BACP Register. Access to the register is always at the discretion of the BACP.

* BACP Membership Manager Michael.Pearson@bacp.co.uk

^[1] This could be a print out of the SQA registration list or a screen shot of the on-line registration entry.

^[2] This may differ from the original registration list because of candidates leaving the course, being unable to attend the next assessment window and/or possibly candidates needing to re-sit the CoP.

