

BACP Certificate of Proficiency

A guide for approved centres

BACP Approved Practitioner Qualification

BACP Certificate of Proficiency (CoP) - A User Guide for approved centres

As an approved BACP Approved Practitioner Qualification (APQ) centre, your learners will be offered an opportunity to sit the BACP Certificate of Proficiency (CoP) assessment towards the end of their qualification. Your centre will be responsible for facilitating the CoP assessment including any necessary re-sits.

You will liaise directly with BACP regarding the CoP assessment and once completed the centre and your learners will be provided with the results.

It will be your centre's responsibility to inform your Awarding Body of the final results of the CoP assessment when you claim your learner's certificates. This will include learners who have passed, failed or abstained the CoP.

This guide is intended to support you in preparing for the CoP assessment, which covers the following topics:

- **Establishing contact with BACP**
- **Appointing an Invigilator**
- **Identifying candidates for the CoP assessment**
- **CoP assessment booking process**
- **Candidate preparation for the CoP assessment**
- **Centre preparation for the CoP assessment**
- **Contingencies for the CoP assessment**
- **Results of the CoP assessment**
- **Further CoP assessment dates / sessions**

You will need to liaise with BACP when making arrangements for learners to take the assessment. If you have any questions, please contact BACP via email at apq@bacp.co.uk

Establishing contact with BACP

CoP assessments need to be arranged with BACP as soon as possible and, (at the very least) three months in advance of a proposed assessment date. CoP assessments will be available during a 2-week window in 6 months of the year (February, May, June, July, September and October). All requests should be sent to apq@bacp.co.uk and should include an approximate number of candidates likely to be ready to take the assessment. BACP will acknowledge your request and advise on the allocated assessment window for that month. Requests for CoP dates where less than 3 months' notice is given cannot be supported.

Once we've agreed your CoP assessment date, you'll need to complete and submit the Approved Qualification Certificate of Proficiency arrangements form (Appendix 1 of this guide). At this point you'll need to confirm the expected number of candidates who will be taking the assessment during this session. This form should be returned to BACP at least 6 weeks prior to the assessment date and preferably sooner.

Appointing an Invigilator

The Invigilator's role is to ensure the integrity of the assessment and it is a requirement of BACP that an invigilator should be independent of the course – however, they can be an employee of the training organisation. It is usually the case that invigilators appointed aren't practising counsellors or psychotherapists. Where centres believe this requirement will impact on a centre's ability to facilitate the CoP assessment, please contact BACP at apq@bacp.co.uk so that a solution can be agreed between the two organisations.

The CoP assessment is computer based and so invigilators should have sufficient experience of technology to help candidates if they experience any issues such as forgotten passwords or resuming an assessment. A full guide (with screenshots) is provided to invigilators and therefore, they don't need to be familiar with the specific CoP assessment application used.

Identifying candidates for the CoP

It is a fixed requirement that all learners who are put forward for the CoP should have completed at least 70 hours of client work while on placement.

Additionally, all learners taking the CoP assessment should be current Student members of BACP. BACP will ask centres to provide the membership numbers of those learners being put forward for CoP assessment. You'll provide this information in the Approved Qualification Certificate of Proficiency arrangements form (Appendix 1). We appreciate that learners are keen to complete their qualification as soon as possible. You are therefore able to include those learners who are predicted to have achieved 70 hours of client work on placement. They must have then achieved the 70 hours 23 days prior to the assessment date. BACP assigns candidates to the assessment system around 3 weeks ahead of the date and we need to ensure that only eligible candidates are given access to the system. It will be the responsibility of the centre to both inform BACP and also the learner if the learner is no longer eligible to take the assessment on the agreed date.

CoP booking process

Once a date for the CoP assessment has been agreed between BACP and the centre, the nominated course contact will be given a specific website link, which will enable learners to book directly on to the CoP assessment. The link is only applicable to the date and session time that has been agreed. Learners are also able to notify us of any reasonable adjustments that they would like to be in place as part of the booking process where these have been agreed with the centre. The nominated course contact will be responsible for ensuring learners are provided with all necessary information, including the booking deadline. For learners to book via the website link, they need to be a current BACP Student member and they need to have told BACP that they are studying on an approved qualification at one of the recognised centres. It is important that learners are made aware that the booking link is for their use only and shouldn't be distributed to others.

The booking link will remain open for a specified amount of time and all bookings will close around 3.5 weeks ahead of a CoP assessment date. Once bookings have closed, BACP will review all bookings received and ensure that all booked candidates are on the list provided by the course contact. If a candidate has booked onto the CoP assessment but isn't on the list provided by the course contact BACP will contact the individual(s) directly. In this instance, BACP will advise that they can't currently take the assessment and encourage the candidate to liaise with their course tutors around potential further opportunities.

Candidate preparation for the CoP

BACP closes the booking links approximately 3.5 weeks ahead of the CoP assessment date to allow all candidates the same amount of time to prepare. BACP will send all information related to the CoP assessment directly to the candidate three weeks before the CoP assessment date. This includes:

- Candidate preparation guide (also available through the BACP website when logged in as a BACP member)
- Information about downloading the TestReach application and running system checks
- A sample assessment paper which contains two case studies that are similar in format to those used in the actual assessment

Centre preparation for the CoP

In most instances it is expected that learners take their CoP assessment in a designated room with equipment provided by their centre. In advance of the CoP assessment date the following will be necessary (this should be done as early as possible to ensure that all systems are aligned):

- You will need to ensure that you have booked a suitable room for the assessment session. This will need to be available for around 3.5 hours (usually the assessment is timed at 2 hours but where candidates request reasonable adjustments then one of the adaptations is an additional hour)
- You will need to ensure that all compatible laptops / computers including the invigilator's PC, have the TestReach Desktop App downloaded and check that it's working. Please use the following link to download the app: <https://www.testreach.com/candidate-downloads/>
- BACP will provide centres with a specific username and password to download and test that the application is working

- You'll then be asked to complete the Test Tutorial, which is located on the candidate dashboard once you have logged in
- You'll need to download the app and complete the Test Tutorial on all devices that will be used for the CoP assessment
- If you are using laptops, you will need to ensure that they are fully charged and have access to a power supply. This is to ensure there is enough battery available for the duration of the CoP assessment
- You will also need to ensure that all laptops / computers, are connected to the internet

If your centre doesn't have an ICT suite or room with sufficient devices to use, we advise that the centre provides the room allocation and invigilator so that learners can take the CoP assessment using their own device.

Contingencies for the CoP

It is expected that learners will always take their CoP assessment at their place of study. This is important as it is an integral part of the Approved Qualification.

However, if there is no possible way for learners to attend their place of study then BACP will consider alternative venues or the use of remote invigilation to allow candidates to take the CoP assessment in their home or place of work. This is only applicable in very exceptional circumstances.

Results of the CoP

BACP will contact candidates directly with the results of their CoP assessment. This will happen within five weeks of the CoP assessment date and is often completed sooner. A week later BACP will notify the nominated centre contact via OneDrive, with all candidate results in an Excel document. The contact will be the person identified on the Assessment Arrangements Form. The information provided by BACP to both candidates and the centre contact will be a Pass or Fail grade (information about specific scores isn't included). BACP will advise learners who have failed the assessment to discuss future opportunities to take the CoP with their training centre.

Further CoP assessment dates

BACP is pleased to support two dates for the CoP assessment per course cohort. It is often the case that most learners take their CoP assessment on the first available date. The second date usually becomes the option for those who have taken longer to complete the 70 client hours on placement – or who have failed the CoP assessment on their first attempt.

Please ensure that when proposing a second session there has been enough of a gap for remaining learners to have completed their placement hours and / or received CoP results from a previous assessment session. This usually means that there is at least 3 months between the first and second assessment dates. The process for the second date per cohort is identical in approach and so all of the same arrangements will apply.

If a learner is unable to pass the CoP assessment on either of the two assessment dates, they will be able to take their assessment with learners from the next course cohort. This means they will usually

take their CoP assessment at the first opportunity during the next academic year. If a third attempt is required, any extension period allowed by the Awarding Body to the learner, will need to be taken into account.

In the unlikely event that a learner fails on their third attempt then their BACP membership will be terminated for a minimum period of 6 months. They will only be eligible to rejoin BACP if they are able to pass the CoP.

We wish you and your learners every success in completing the CoP assessment.

Please contact us with any requests for further information and we'll be happy to help.

BACP: apq@bacp.co.uk

Approved Qualification

Certificate of Proficiency (CoP) assessment arrangements

Centre name:

Nominated course contact name, email address and phone number:

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Preferred date and time of CoP assessment:

Name, email address and phone number for the invigilator:

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Job title of the invigilator or relationship with the training organisation:

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If the invigilator is also a trained counsellor or psychotherapist please tick here.....

Course finish date:

Student membership numbers (please only provide details for those learners that have completed at least 70 hours of client work – or who are predicted to have achieved 70 hours 23 days prior to the proposed assessment date)

Please ask learners to provide you with their BACP membership number and fill this in below. We can only accept current BACP student members as candidates for the CoP assessment.

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Please add additional rows as necessary

Please can you indicate if students will be bringing their own device or if IT equipment will be provided by your organisation:

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We will send the results of the CoP assessment to learners individually and then upload results for the training provider to access approximately one week later.

Name and email address of the contact we should send the results to:

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Thank you for completing this form, please return it to apq@bacp.co.uk