cpcab

Registration and Certification Centre User Guide

BACP Approved Practitioner Qualification – CPCAB Diploma in Therapeutic Counselling TC-L4

This guide supports centres in understanding how to register candidates for the qualification and how to record candidate eligibility for the BACP Certificate of Proficiency (CoP) assessment.

Registration

As an approved BACP Approved Practitioner Qualification (APQ) centre, you will register your candidates for this qualification using the CPCAB Portal at **portal.cpcab.co.uk**.

Candidates must be registered at the start of the first year of teaching and then registered again at the start of the second year. When registering candidates for the second year you will be prompted to input their BACP student membership number if it is available.

Please ensure that you are able to meet all the following additional requirements of the qualification agreed in your approval when registering candidates.

Additional requirements of the qualification

- The centre will deliver TC-L4 so that it meets the minimum requirements of the qualification, including a supervised placement of a minimum 100 hours, and minimum of 10 hours' personal therapy.

- The centre will participate in all CPCAB quality assurance processes, including External Verification and Standardisation.

- All tutors delivering and assessing the BACP APQ must be approved by CPCAB to deliver the TC-L4 qualification. Each course delivery requires a minimum of two CPCAB-approved tutors.

- All tutors are members of BACP, agree to work within the current BACP Ethical Framework for the Counselling Professions (Ethical Framework) and understand that they are subject to BACP's complaints procedure.

- All candidates registered on an APQ course will become BACP student members for the duration of the course, agree to work within the current BACP Ethical Framework for the Counselling Professions (Ethical Framework) and understand that they are subject to BACP's complaints procedure

- All candidates will undertake sufficient and appropriate counselling supervision from a suitably qualified counselling supervisor to meet BACP supervision recommendations for trainee counsellors.

- The centre will provide resources, including equipment and invigilation, required to facilitate candidates undertaking the BACP Certificate of Proficiency assessment during the course.

- The centre will support requirements for an extension period of 12 months for completion of client hours, internal assessment and the BACP Certificate of Proficiency assessment.

Please note that group registrations for the BACP APQ must include all candidates.

Please see our guidance on certification for any candidates not meeting the additional requirements of the qualification.

Preparing for certification

As an approved BACP APQ centre, you will offer your eligible candidates an opportunity to sit the BACP CoP assessment towards the end of year 2 of the qualification. This CoP assessment result, combined with the result of the candidate's CPCAB TC-L4 qualification, is what generates their APQ certificate.

Your centre is responsible for facilitating the CoP assessment, providing one initial attempt and up to two resits, if needed. Candidates sitting a third attempt must do so within any extension period granted by CPCAB. They will need to sit as part of another cohort of candidates because there is a limit of two sittings per group/cohort.

You will liaise directly with BACP to facilitate the CoP assessment. BACP will provide CPCAB, you and your candidates with its results.

Identifying candidates for the BACP CoP assessment

1. Candidates must have completed 2 years of a BACP APQ to be eligible to take the CoP assessment. If the candidate does not meet this requirement you must record this information using the CPCAB Portal.

2. Candidates must have met the requirements of BACP student membership to be eligible to take the CoP assessment.

3. Candidates meeting the requirements above must have completed a minimum of 70 client placement hours 23 days before taking the CoP assessment.

BACP student membership and CoP assessment eligibility

Where a candidate is not eligible to sit the CoP assessment, or doesn't wish to sit it, you must record this information using the CPCAB Portal.

For candidates sitting the CoP assessment you must also have recorded a valid BACP student membership number using the CPCAB Portal.
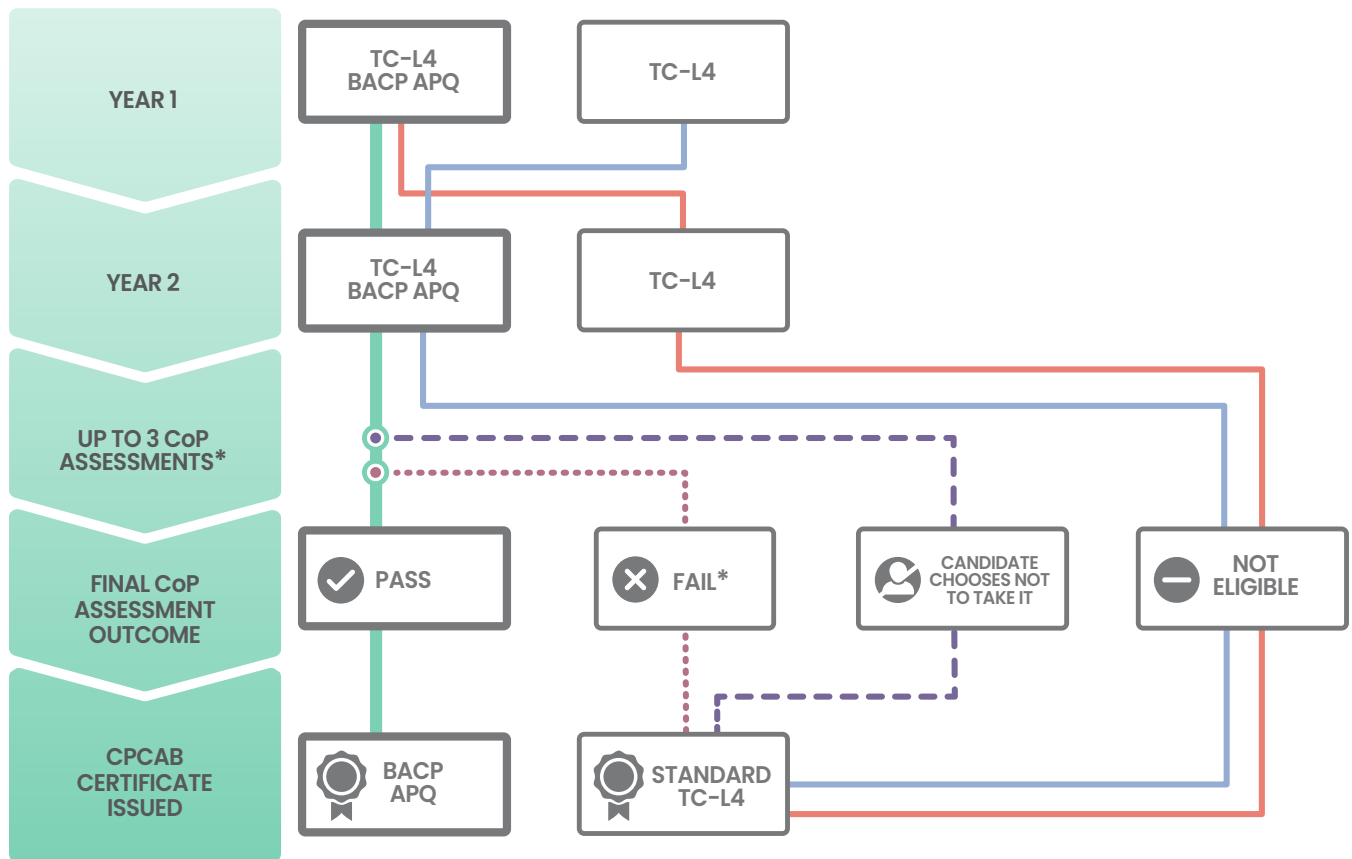
If you aren't the course tutor please speak with them to find this information.

Claiming certificates

Results from CoP assessments are automatically shared with CPCAB by BACP and stored with the candidate's record in the CPCAB Portal.

CPCAB will issue the relevant certificate when:

- The final CoP assessment outcome has been received by CPCAB from BACP and a valid BACP student membership number has been recorded by the centre using the CPCAB Portal

- Or the centre has confirmed that the candidate is ineligible to sit or does not wish to sit the CoP assessment

- And the candidate has achieved proficiency across all other elements of the qualification.

YEAR 1 — TC-L4 BACP APQ | TC-L4

YEAR 2 — TC-L4 BACP APQ | TC-L4

UP TO 3 CoP ASSESSMENTS*

FINAL CoP ASSESSMENT OUTCOME — PASS | FAIL* | CANDIDATE CHOOSES NOT TO TAKE IT | NOT ELIGIBLE

CPCAB CERTIFICATE ISSUED — BACP APQ | STANDARD TC-L4

*Centres are responsible for facilitating up to three sittings of the CoP assessment: one initial attempt and two resits, within any extension period permitted by CPCAB.

Please note that failure to follow the certification guidance or falsely claiming BACP APQ certification is considered malpractice or maladministration. See the **CPCAB Malpractice and Maladministration policy** for full details.

We wish you and your candidates every success in achieving the BACP Approved Practitioner Qualification.

Please get in touch with any requests for further information and we'll be happy to help.

For queries specifically related to the BACP CoP assessment, please contact **apq@bacp.co.uk**
For all other enquiries, please contact **contact@cpcab.co.uk**