



ACCPH

Accredited Counsellors, Coaches,
Psychotherapists and Hypnotherapists

ACCPH

Procedure for

Course Accreditation

Guide

Standards for Course Providers

The ACCPH's position on Standards for Course Providers

Our standards for course providers are now benchmarked against Ofqual level criteria or those expected by the PSA Voluntary Accreditation Register scheme.

Where a diploma or certificate level has been granted by an Ofqual regulated body we accept it as meeting the required standard. These organisations will not be vetted and we will accept all their courses that are accredited. Should they have non-Ofqual courses we would follow the standard accreditation process.

Where we accredit a course for an independent training provider we benchmark against the above levels. If the course does not fit these we will not accredit it.

Over time we will provide full guidelines for the counselling, coaching, psychotherapy and hypnotherapy for course providers to follow. We will vet all course providers to ensure they are qualified to teach the course/s they want accredited and they are able to teach it.

In making this commitment we ensure that the public are assured of a quality course by a provider that can deliver what it claims. In doing so the ACCPH is demonstrating commitment to ensuring that the training can be independently verified as meeting national recognised standards.

Criteria for Course Accreditation

General Criteria for Course Accreditation Levels 2, 3 or 4

All of the courses accredited by ACCPH have to adhere to a strict set of criteria to ensure quality of training.

Please note that we cannot recommend one course over another.

ACCPH has a primary role is the advancement of counselling, coaching, psychotherapy and hypnotherapy in private practice. Part of this role is to encourage of all our training providers to excel in what they provide.

Your membership of a professional body is vital to your prospective students; it bestows professional standing and gives your organisation a place in the market.

Accredited status for a course is granted for a period of 5 years and subject to a review after 5 years. (Should a new Core Curriculum or regulation be introduced during those 5 years evidence will have to be provided that they have been incorporated into the course).

We only accredit courses for Organisational Members.

You must not claim accreditation before it is officially granted. You also must not claim accreditation if you or ACCPH terminate the accreditation. You may only use our Accredited Course badge during the accredited period – doing so after use breaches our copyright and we will pursue you on this matter.

Course Accreditation Procedure

Accreditation of a course by ACCPH is quite a robust process which can take some time to complete. The steps are outlined below.

The process may seem onerous but it is actually quite straight forwards so long as you follow this guide and prepare everything as described. Accreditation is an important step and does require professional standards of marking and record keeping. There has to be a 'paper trail' than an external verifier can follow if required.

Please be aware that we may ask for copies of student portfolios to check on your procedures and to protect your students and our reputation.

Non-Ofqual regulated centres must have at least one member of the course teaching team as an ACCPH Accredited or Senior Member. Ofqual regulated centres are not required to have tutors who are ACCPH registered, but we certainly prefer it for the sake of equality.

The Initial Procedure

1) Applicants for Course Accreditation are to contact us by email to book an appointment for an initial discussion. We will then arrange a telephone meeting to discuss your course with the course provider or senior trainer.

2) During this call we will ask you a series of questions to get a "rough outline" of your course and to determine if it is likely to be accreditable. You will be told if any sections fall short of our expectations. Formal application processes only begin when we feel that we can probably go ahead with your course accreditation.

The Formal Procedure

1) Print and complete in full the Initial Course Application form. Please write legibly and make sure all signatures are provided.

2) Provide pdf copies of:

- The course manual and any other supporting materials provided to the students. If the course does not have a manual/workbook you will need to explain very clearly why it is not necessary. All documents submitted must be page numbered and clearly titled. If the course includes video or audio lessons these must be sent on discs or flash drives.
- A description of the course in general terms

- A syllabus or specifications for the course – a list of topics taught in each lesson/module.
- The Learning Outcomes for the course. These must be provided logically from each beginning to end of the course.
- Student support available
- Method/s of assessment for each lesson/module. The nature of the final exam if there is one.
- How assessment records are going to be collated and stored.

Please see Standards of Training and Education on page 6 for further information.

N.B. All the information provided is for the ACCPH accreditation team only. None of it will be shared with third parties. It will be stored in on an external drive that is password protected and only available to the accreditation team.

The Accreditation Process

The ACCPH accreditation team will review the materials you have sent with your application form. If there are any points that need clarification we will contact you by telephone or email. The accreditation procedure is halted until these have been rectified.

When we are satisfied that your course is accreditable we will let you know within two working days.

In some rare cases we may feel a site visit is necessary, if we do the costs of this will be passed on to you.

Course accreditation is subject to the course provider continuing to meet our Course Provider Terms & Conditions. It is renewed on a 5 year basis or sooner if National Occupational Standards or other factors change.