



Registration and Certification Centre User Guide

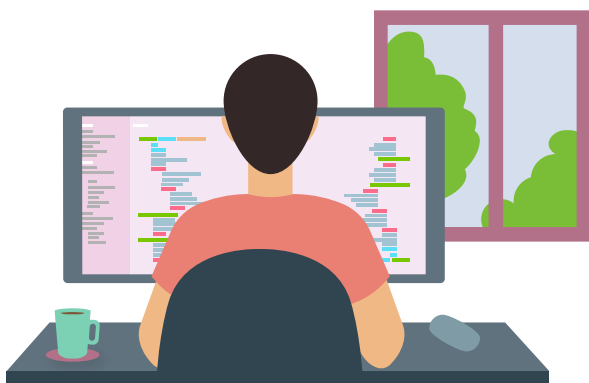
BACP Approved Practitioner Qualification – CPCAB Diploma in Therapeutic Counselling TC-L4

This guide should be used by centre staff including tutors, portal users and exams officers. It supports centres in understanding how to register candidates for the qualification and how to access, receive and record results for the BACP Certificate of Proficiency (CoP). It contains vital information so that centres can ensure they record accurate results and avoid maladministration in certification. The following topic areas will be covered in this guide:

Registration

As an approved BACP Approved Practitioner Qualification (APQ) centre, you will register your candidates for this qualification on the CPCAB portal.

An additional £25 per candidate is added to the first year of the standard TC-L4 registration fee. 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 the 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 involved in the delivery and assessment of the TC-L4 have been approved by CPCAB as appropriate to deliver this qualification (minimum of 2 tutors per course delivery)
- 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 the BACP complaints procedure
- All candidates registered on the approved qualification will become BACP student members for the duration of the qualification, and agree to work within the current BACP Ethical Framework for the Counselling Professions (Ethical Framework) and understand that they are subject to the BACP 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 during the course.
- The Centre will support requirements for an extension period of 12 months for completion of client hours, external and internal assessment and the BACP Certificate of Proficiency.

Please note that group registrations for the BACP Approved Practitioner Qualification must include all candidates.

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

Certification

As an approved BACP Approved Practitioner Qualification (APQ) centre, your candidates will be offered an opportunity to sit the BACP CoP towards the end of year 2 of the qualification. This CoP 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 including any necessary re-sits.

You will liaise directly with BACP for the CoP. BACP will provide you and your candidates with the results.

Tutors – Identifying candidates for the BACP CoP assessment

Please note that it is very important to observe the following requirements when recording the candidates' results using the CPCAB Portal to ensure the integrity of the qualification:

1. Only candidates who have completed 2 years of a BACP Approved Practitioner Qualification are eligible to take the CoP assessment and claim the BACP Approved Practitioner Qualification. If the candidate does not meet this requirement submit Abstained for the CoP assessment.
2. Only candidates who have met the requirements of BACP student membership are eligible to take the CoP assessment and claim the BACP Approved Practitioner Qualification. If the candidate does not meet this requirement submit Abstained for the CoP assessment.
3. Candidates must have completed a minimum of 70 client placement hours before taking the CoP assessment.


Exams Department – Submitting BACP CoP Exam Results


Certification for the BACP Approved Practitioner Qualification has an additional column on the CPCAB portal to record the results of the BACP CoP exam. This should be entered from the results notification received from BACP. If you are not the named contact for BACP, please request this information from the named person before entering the results.


Certificates cannot be recalled once this information is submitted on the CPCAB portal.


Final CoP results

When you add CoP results for candidates to the CPCAB Portal you will see an 'Add Result' button for each candidate. Clicking this button will allow you to add a CoP result for each candidate in the group. You will be asked to share the outcome of the candidate's BACP CoP, choosing from the following four options:

 **I am not sure yet.** Choose this option if you or the course tutor are not certain of the final result. No certificate will be issued for this candidate at this time but you will be able to choose this option again when the final result is known.

 **Pass.** Choose this option only as the final result - it cannot be changed afterward. You will be advised that we will issue a BACP APQ certificate.

 **Fail.** Choose this option only as the final result after any CoP resits - it cannot be changed afterward. You will be advised that we will issue a standard TC-L4 certificate.

 **They aren't going to sit the exam, because they have chosen not to, or they're not eligible to.**

Choose this option if you are certain they will not be sitting the exam. This option cannot be changed. You will be advised that we will issue a standard TC-L4 certificate.

If a candidate has not taken the CoP exam because they have not yet met the entry requirement of a minimum of 70 client placement hours, but intends to take the CoP assessment at a later date, **choose I am not sure yet**. When the centre is notified by BACP of the candidate result, submit Pass or Fail of the final result as shown above.

Exams Department – Claiming certificates

Centres cannot claim the combined CPCAB TC-L4/BACP APQ certificate until the candidate has met all the qualification requirements including **100 client placement hours**.

Centres must ensure that the candidate has achieved proficiency across all elements in order to claim the qualification certificate.

Please note that failure to follow the certification guidance or falsely claiming BACP APQ certification is considered malpractice or maladministration. See the [CPCAB policy](#) for full details together with sanctions applied by CPCAB.

We wish you and your learners 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 registration and certification queries contact exams@cpcab.co.uk

For BACP CoP queries contact cop@bacp.co.uk
For any other queries contact supportlevel4@cpcab.co.uk

