

Reporting Guidance on Discretions/Flexible Arrangements for IACP Accredited Courses

Courses have a discretion to manage the provision of training, group and individual supervision, personal therapy and client work with further flexibilities, when necessary, rationale must be given to the IACP when not adhering to the above 30% / 70% ratio.

The additional allowances can be also considered by colleges on case-by-case basis for students based on personal circumstances such as underlying health conditions / disabilities.

The decision making in relation to any flexible arrangement regarding individual students is a remit of Training Institute, once it can be demonstrated that appropriate governance and decision-making structures are in place. Reporting to IACP on such discretions / flexible arrangements should be aggregate rather than based on personal data of individual students, in order to conform with Data Protection requirements.

Purpose of the Report:

The report should provide an overview of the use of discretionary measures and flexible arrangements.

Frequency of Reporting:

Reports should be submitted **annually**, summarising all cases from the academic year. Reports to be submitted for the previous academic year together with the Annual Monitoring Form.

Submission Process:

Reports should be submitted to the Accreditation Supervisor Hannah Furey.

Report Content:

The report should include the following:

- **Number of Students:** Aggregate data on students granted mitigating circumstances or flexible arrangements.

- **Categories of Mitigating Circumstances:** Examples include health conditions, disabilities, or emergency situations.
- **Types of Adjustments Granted:** Such as variations in the 70% in-person requirement for teaching, supervision, therapy, or client hours.
- **Rationale:** A summary of the decision-making processes and governance structures ensuring appropriateness.
- **Compliance Summary:** How the flexibility aligns with IACP guidelines and any deviations.

Template for Reporting:

Reporting to IACP on discretions / flexible arrangements must be aggregate. Please do not share any personal data of individual students, in order to conform with Data Protection requirements.

Template for Annual Reporting on Discretions/Flexible Arrangements

Training Provider:

Course Name:

Academic Year:

Overview of Flexible Arrangements Granted:

Category	Number of Students Affected	Type of Flexibility Granted	General Rationale
Health Conditions/Disabilities	X	Adjustment to in-person requirements	Example: Online supervision for health reasons
Emergency Situations	X	Extended deadlines for placements	Example: Student illness during the term
Other (Specify)	X		

Compliance with IACP Requirements:

- **In-person/online ratio for teaching:** X% in-person, X% online
- **In-person/online ratio for supervision:** X% in-person, X% online
- **In-person/online ratio for personal therapy:** X% in-person, X% online

Additional Comments:

- Describe governance structures ensuring appropriate decision-making.
- Highlight challenges or trends observed.

Submitted by:

Date: