



Counselling & Psychotherapy Training Courses

Irish Association for Counselling and Psychotherapy

Re-Accreditation Application Form

NOTICE TO APPLICANTS: Please complete the following Sections		<i>page</i>
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Please return this completed form to: Accreditation Dept., IACP, First Floor, Marina House, 11-13 Clarence Street, Dun Laoghaire, Co. Dublin or accreditation@iacp.ie. Please attach any additional pages to this application form with the section number, question number and page number clearly

SECTION 1: REQUIREMENTS FOR COURSE RE-ACCREDITATION

COURSE PROVIDER DETAILS

Name of Course Provider: _____

Address: _____

Phone: _____

Email: _____

Website: _____

IACP Organisational Number: _____

Date application submitted to IACP: _____

COURSE DETAILS

Full Course Title (as it appears on graduate certification and advertising):
Please note: only exact title will be accepted by the IACP.

Validating / Awarding body (if applicable):

The range and type of other courses or related counselling and psychotherapy services offered by the Course Provider:

Course Orientation, Philosophy, Theoretical Approach (Core approaches):

Duration of the course in years: _____

Mode of Attendance (Full time / Part time): _____

Total Number of Students enrolled on this course: _____

Total Number of Students enrolled on this course, per year: Year 1: Year 2: Year 3: Year 4:

Total Number of Classes per year: Year 1: Year 2: Year 3: Year 4:

Total Number of Students per class, per year.

Year 1:	Class A: <input type="text"/>	Class B: <input type="text"/>	Class C: <input type="text"/>	Class D: <input type="text"/>
Year 2:	Class A: <input type="text"/>	Class B: <input type="text"/>	Class C: <input type="text"/>	Class D: <input type="text"/>
Year 3:	Class A: <input type="text"/>	Class B: <input type="text"/>	Class C: <input type="text"/>	Class D: <input type="text"/>
Year 4:	Class A: <input type="text"/>	Class B: <input type="text"/>	Class C: <input type="text"/>	Class D: <input type="text"/>

Week / Weekend days the Course is delivered: _____

Location where this course is held: _____

Course Start Date: _____

When did the first cohort graduate from this course? _____

COURSE APPLICATION CO-ORDINATOR / CONTACT PERSON

(Appointed by the Course Provider to liaise with the IACP)

Name: _____

Position Held: _____

Direct Phone Number: _____

Direct Email: _____

EXTERNAL EXAMINER

Please note: The External Examiner must be appointed by the Course Provider. The Examiner remains directly accountable to the Course Provider and not the course itself. The External Examiner will have no current association with the Course Provider or course or any current personal or social relationship with any of the course staff or trainees. External Examiners are seen as independent and unbiased.

Name of External Examiner: _____

Direct Phone Number: _____

Direct Email: _____

Qualifications: _____

Other experience in the role of External Examiner:

OFFICE USE ONLY

Rating for Section 1: Course Requirements includes all Items on Checklist

Comment:

SECTION 2: ADMISSION

STUDENT SELECTION

1. Describe the target student group (what type of students are recruited, who is eligible?):

SELECTION PROCEDURES

2. Describe the process of how potential students are selected (e.g. application forms with two referees, interviews, who conducts the interviews, how the interviews are assessed, who are they assessed by?):

3. Demonstrate how students are **selected and assessed** with regard to the following:
- Evidence that the student’s primary need is not for personal therapy or emotional support:

 - Self-Awareness, Maturity, Stability:

 - Ability to make use of and reflect upon life experience:

 - Capacity to cope with the emotional demands of the course:

 - Capacity to cope with the academic demands of the course:

 - Experience in personal development / group work, counselling / psychotherapy skills and theory:

 - Potential to form a client / counsellor / psychotherapist relationship:

/continued on next page...

SECTION 3: STAFF

STAFF STRUCTURE

1. Please explain the overall management and staffing structure of the course and how it relates to the management structure of the Course Provider:

CORE STAFF

2. Core Staff are members of course staff who have ultimate responsibility for the quality of the course and for the experience and wellbeing of students and their clients.

Please Note: The IACP must be notified immediately of any changes in Core Staff Members.

2.1 Name of **Core Staff Member A:** _____

Qualifications: _____

Associations accredited with and Dates of Accreditation:

Trainer Qualification:

Outline experience in Counselling and Psychotherapy training:

Outline experience in supervised counselling / psychotherapy:

How often does this Core Staff Member engage in external supervision and external consultation on their training work?

IACP Accredited Member Number or equivalent association membership number: _____

2.2 Name of **Core Staff Member B**: _____

Qualifications: _____

Associations accredited with and Dates of Accreditation:

Trainer Qualification:

Outline experience in Counselling and Psychotherapy training:

Outline experience in supervised counselling / psychotherapy:

How often does this Core Staff Member engage in external supervision and external consultation on their training work?

IACP Accredited Member Number or equivalent association membership number: _____

2.3 Name of **Core Staff Member C**: _____

Qualifications: _____

Associations accredited with and Dates of Accreditation:

Trainer Qualification:

Outline experience in Counselling and Psychotherapy training:

2.3 Core Staff Member C (continued):

Outline experience in supervised counselling / psychotherapy:

How often does this Core Staff Member engage in external supervision and external consultation on their training work?

IACP Accredited Member Number or equivalent association membership number: _____

STAFF MEETINGS, SUPPORT, DEVELOPMENT AND CONSULTATION

3. Demonstrate how the course ensures staff support and development:

4. How often does course staff meet throughout the year?

5. Who attends these meetings?

6. Who is the external consultant for the course?

7. Demonstrate how the role of external consultant is applied to this course:

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Rating for Section 3: Staff

Comment:

SECTION 4: COURSE RATIONALE, PHILOSOPHY AND DESIGN

1. Please provide a statement to clearly articulate the rationale and philosophy of counselling and psychotherapy as taught on the course. (e.g. "to provide a theoretical foundation and practitioner training in the particular approach which will enable students to practise as counsellors / psychotherapists in such fields / areas as...")

2. Please provide a statement to clearly articulate how the design of the course reflects this rationale and philosophy:

3. Outline how the course is evaluated by staff and students:

4. Demonstrate how the course gives students an opportunity to evaluate their training experiences and feedback to staff?

5. How often does the course hold staff-student review meetings?

6. If a student is struggling during the course, demonstrate how this situation would be dealt with?

MODULE DESCRIPTORS

7. Please include information for each year of the course:

YEAR ONE	
1. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
2. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
3. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
4. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	

YEAR TWO	
1. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
2. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
3. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
4. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	

YEAR THREE	
1. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
2. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
3. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
4. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	

YEAR FOUR	
1. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
2. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
3. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	
4. Module Title:	
Name of module tutor:	
How many students attend this module:	
At what time is this module run:	
Duration of the module (total hours):	
How is this module assessed:	

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Rating for Section 4: Course Rationale, Philosophy and Design

Comment:

SECTION 5: WORK ON SELF

1. Demonstrate how the course provides regular and systematic approaches to self-awareness work, either individually or in a group which is congruent with the course rationale and which ensures that each student examines / explores his / her personal process:

2. How do students maintain a record of their self-development work showing evidence of their personal growth? (e.g. focused activities, structured exercise, reflection, journal-keeping, client work etc.)

3. Demonstrate how the course ensures that each student has undertaken a minimum of 50 hours' personal therapy within the training period:

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Rating for Section 5: Work on Self

Comment:

7. How does the course ensure that the student has established and can provide and sustain contact with the client for the duration of the counselling contract?

8. How does the course ensure that client therapy hours take place in an appropriate setting (i.e. safe, secure and professional)?

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Rating for Section 6: Work with Clients

Comment:

3. Demonstrate how the courses ensures that supervision serves a:
(1) Teaching function, (2) Supportive function and (3) Managerial function

4. Demonstrate how the course ensures that students engage in a minimum of one hour supervision for every 5 hours' client therapy work:

5. How often does the course request Supervisor's Reports and how does the course utilise these reports in the student's assessment?

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Rating for Section 7: Supervision

Comment:

2. Outline a clear statement of the course's core theoretical approach:

3. How is the course informed by consideration of other psychological concepts and ideas by reference to current research findings?

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Rating for Section 8: Work with Theory

Comment:

7. What are the deferrals, late submission and extensions procedures for the course?

8. What is the Appeals procedure for the course?

9. What is the External Examiner's role in the assessment of student work on the course?

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Rating for Section 12: Assessment

Comment:

COURSE CHECKLIST

Please respond **Yes** or **No** to the following questions.

Please Note: If this declaration is found at any time to be untrue the accreditation process will be ceased or in the case that accreditation status has been awarded to all the courses outlined below, this accreditation status will be withdrawn.

Do students engage in 50 hours of personal therapy with a therapist suitable to the course's model of training and theoretical model?	Yes	No
Do students have access to an accredited supervisor?	Yes	No
Do students disclose their trainee status to clients?	Yes	No
Does the course provider have professional indemnity insurance cover for themselves and their students?	Yes	No
Does the External Examiner have any current association with the institute or course?	Yes	No
Does the External Examiner have any involvement with any of the course staff or students?	Yes	No
Are two members of the core staff directly involved in the selection process?	Yes	No
Do the core staff trainers have central involvement in admission, course management, theory, skills training, supervision and assessment?	Yes	No
Are core staff trainers appropriately qualified to teach and supervise the main elements of the course?	Yes	No
Does the course allow the roles of skills trainer and supervisor to be provided by the same core staff member?	Yes	No
Do core staff, external supervisors and any others who make significant contribution to the training programme, agree to work within the current version of the IACP's Code of Ethics and Practice?	Yes	No
Does the course ensure that students do not gain their client counselling / psychotherapy experience through private or independent practice?	Yes	No
Does the course ensure that client therapy hours take place within an appropriate setting?	Yes	No
Does the course ensure that students indicate their student status to an agency and to their clients?	Yes	No
Does the course ensure that students have access to regular and sufficient supervision consistent with the core theoretical model?	Yes	No
Does the course ensure that the supervisors are appropriately qualified and experienced with substantial experience of supervising Counsellors and Psychotherapists?	Yes	No

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Rating for Course Checklist

Comment:



Irish Association for Counselling and Psychotherapy

Counselling & Psychotherapy Training Courses Re-Accreditation *Changes in Accredited Training Course*

Please note:

The IACP requires notification of any changes that have occurred to the Accredited training course during the course's six year accreditation period.

Please refer back to your original application form or annual report form to monitor changes that have occurred (copies of these can be issued by the IACP if necessary).

If any change has occurred, please note under each application section, considering all subsections within each from your preceding application. Please give a brief reason for the change. Please note whether it has been recorded in the preceding application, as all information entered and submitted will be maintained or altered in your file.

If a section has experienced no change, please write 'NO CHANGE'.

SECTION 1: REQUIREMENTS FOR COURSE ACCREDITATION

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 2: ADMISSION

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 3: STAFF

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 4: COURSE RATIONALE, PHILOSOPHY AND DESIGN

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 5: WORK ON SELF

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 6: WORK WITH CLIENTS

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 7: SUPERVISION

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 8: THEORY

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 9: SKILLS TRAINING

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 10: METHODS

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 11: PROFESSIONAL ISSUES

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

SECTION 12: ASSESSMENT

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____

FACILITIES

Change that has occurred:

Reason for change:

Has the change been noted in the preceding application? (Yes or No) _____



Please ensure that the following checklist can be completed prior to application:

- 1. Current Accreditation Fee.
- 2. Organisational Member of the IACP.
- 3. Core staff are Accredited Members of the IACP.
- 4. Completed Application Form.
- 5. A copy of the Applicant Interview questions.
- 6. A copy of all Policies and Procedures to include:
 - A Succession Policy.
 - A Duty of Care to students policy in the event of a course 'Ceasing to Trade'.
 - Course Complaints Procedure including a Complaints Procedure for clients of students.
 - Course Appeals Procedure.
 - Late submissions procedure.
 - Deferral procedure.
- 7. A copy of the Indemnity Insurance for course organiser and students.
- 8. A copy of the External Examiner's Annual Reports.
- 9. Contact details of the External Consultant and a copy of the External Consultant's Report.
- 10. A list of suitably qualified Supervisors issued to students.
- 11. A list of suitably qualified Therapists issued to students.
- 12. A list of placement options for students.
- 13. A copy of the contract issued between the Course Provider and placement.
- 14. A copy of the Client Therapy Hours contract given to clients by students.
- 15. A copy of the Course Timetable and Module Descriptors.
- 16. A copy of Course Promotional Materials, Handbooks etc.
- 17. A copy of assessment criteria (essays, case studies, professional log forms, student log forms).
- 18. Financial and Legal Information:
 - A statement from an independent auditor that the organisation is financially sound and viable.
 - Annual Tax Clearance forms.
 - Memorandum & Articles.

DECLARATION & DISCLAIMER:

Terms and Conditions Contract for Courses
Failure to comply with the Terms and Conditions contract will result in an application being withdrawn from the application process. For courses awarded accredited status, this will be withdrawn if the course fails to comply with these terms and conditions, with or without conditions for future re-application.

Please tick the box if you agree with the Terms and Conditions contract for Courses

DECLARATION

It is the Association’s intention to afford accreditation for a 6 year period to those courses which make an application for accreditation and which conform to these criteria and which demonstrate to a designated team that the course provides an appropriate and thorough training. In addition, on accreditation the organisation must guarantee that the course will maintain the agreed format for the 6 year duration of accreditation in terms of standards, numbers, staff, core philosophy and design.

Only courses which have completed the accreditation process and have received written confirmation of their accredited status may include the words ‘IACP Accredited Course’ on their publicity material or use words that imply the same meaning.

Please Note: Agencies engaged in training should not state or imply in any publicity material that they intend to apply or that they have applied for IACP accreditation.

The IACP reserves the right not to award accreditation or to withdraw accreditation, in relation to a course where there exist circumstances which lead to the IACP to believe that the ethos promoted by the course or the course providers, or their employees or agents as part of the course or as part of the environment surrounding the course, is / are not compatible with the ethos promoted by the IACP. This is a discretionary right of the IACP.

I confirm the information I have supplied is correct and true. I understand that any inaccurate or false information, or omission of material information, shall render course accreditation invalid and accredited status will be withdrawn by the IACP.

Please Note: By completing a Course Re-Accreditation application form the course provider declares that the content of the course is exactly the same as the preceding application. All course variations and differences must be declared on this application form. If this declaration is found to be inaccurate the accreditation status of all the courses outlined above will be withdrawn by the IACP.

Signed by Course Coordinator: _____

Print Name: _____

Position: _____

Date: _____

Documents will be destroyed after an appropriate period of time as per the IACP Retention policy. Do not send any original documents unless specifically requested.
Keep a copy of any application forms/correspondence you send to IACP for your own records.

IACP gather and process your personal information in accordance with the relevant Irish Data Protection legislation and other, applicable laws. We process your personal information to meet our legal, statutory, and contractual obligations and to provide you with our products and services. We will hold your data securely and will never disclose your data to another organisation without your consent, unless required to do so by law. In addition, we only ever retain personal information for as long as is necessary. Should we engage the services of third party service providers in order to process your data, such processing is done in compliance with the applicable legislation, and within the terms of a formal, written contract.