

**British Association for  
Behavioural and Cognitive Psychotherapies**

**BABCP Course Accreditation Process for Level One and Level Two Applications  
Scrutiny Phase Form**

**University Name –**

**Course Title –**

**1. Documents required for course accreditation**

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- a. \*Attachments to this document include:
  - i. BABCP Course accreditation process document
  - ii. Competency mapping tool and guidelines for completion
- b. Please forward electronic copies to [rachel@babcp.com](mailto:rachel@babcp.com). If you are unable to supply any of these documents please provide information on the progress that has been made producing them and when they will be available

Document required	Attached yes/no	Comments
The course handbook and assessment guidelines provided for trainees		
Course validation documents		
CBT module descriptors		
Timetables		
Completed competency mapping tool		
The contract or formal arrangement that the course has with CBT practice placements		
Copy of the CBT clinical supervision contract		
Copies of log books, practice portfolio templates and other monitoring and record forms used		
The KSA strategy, if relevant, with any documentation which is completed before selection or after a trainee joins the course		

**2. Selection of trainees**

- a. Number of places available and number of trainees appointed
- b. Course admissions policy including the way that suitable personal qualities are assessed, and how much experience in a relevant field is required before admission to the course.

**3. Course Teaching staff**

- a. Please complete the table below with a list of the course team who deliver the course, their role, their time commitment to the course, their BABCP individual accreditation status. Please and attach a brief CV for each member of staff teaching during the course.
- b. People providing input to the course such as external clinical supervisors or visiting speakers should also be listed, and their brief CV and accreditation status given
- c. Please also state the amount of administrative time dedicated specifically to the course.
- d.

<b>Name</b>	<b>Role</b>	<b>WTE of <u>CBT</u> input to the course</b>	<b>BABCP accreditation status</b>
Name of staff member	e.g. Course Director	0.0	Yes/no/provisional/applied

- e. Details of physical resources (e.g. library facilities, video suite, break out rooms, online resources etc) available to the course.

#### 4. Course details

Course accreditation criteria	Number	State how monitoring and recording takes place	Comments
<b>Course structure and content</b>			
Minimum Attendance requirement (and any formal 'catch up' strategy if work is missed).	%		
Amount of face to face teaching- please state total hours offered and total hours if minimum attendance is achieved.			
State the ratio of theoretical teaching to skills training			
Amount of self-directed learning required (hours)			
The overall structure of the course in terms of how modules are delivered			
<b>Clinical Practice</b>			
Minimum number of hours' face to face contact with clients/patients required			
Minimum number of hours' clinical supervision on cases which is provided by a BABCP accredited practitioner			
State how clinical supervision is provided: How much is provided in a group, size of group, number of hours per supervision session and frequency of meetings.			
Minimum number of completed cases that will have been treated for a minimum of five sessions			
Minimum number of hours' clinical supervision that will have been received on each of the above training cases			
Minimum number meeting the criteria for 'closely supervised':			
Minimum number of different types of problem that will have been treated			

Please state how the course ensures that trainees have the opportunity to observe experienced CBT clinicians in practice			
<b>Assessment:</b>			
Please state the minimum submission requirements including formal essays; exams or research projects; and extended case reports (including critical discussion of the research evidence); research dissertations or papers submitted to peer-review publications			
Number of formal CBT case studies written up (2000-4000 words)			
Method of rating/assessment of clinical work, e.g. CTSr			
How is personal suitability; awareness of personal involvement in the process of CBT and trainees' awareness of any need to seek additional help monitored and assessed?			
How does the course ensure that trainees adhere to the BABCP current guidelines for good conduct and ethical practice?			
Please give the name and affiliation of the external examiner			

Please submit this form and relevant documents electronically to [rachel.osborne@babcp.com](mailto:rachel.osborne@babcp.com)

\*Attachments:

- i. BABCP Course accreditation process document
- ii. Competency mapping tool and guidelines for completion

5. **Note:** Once this form has been received, a scrutiny report will be prepared in advance of a panel visit to the course. The scrutiny report will summarise the information received, and any further clarification or documents required will be requested.

6. Additional documents and information which should be available to the panel on the day of the panel visit:

Document required	Suggested provision
(Sight of) Evidence of contract with practice placements if not already submitted	
<p>Examples of teaching materials including, for example:</p> <ul style="list-style-type: none"> <li>• Teaching plans</li> <li>• Power point presentations,</li> <li>• Handouts</li> <li>• Skills training exercises</li> <li>• Reference lists</li> </ul>	<p>All teaching materials if available via 'Blackboard' or equivalent online learning environment</p> <p>It is noted that indicative reading is included in the course handbook which has already been supplied to the BABCP course accreditation team.</p>
<p>Examples of marking criteria and assessment of submitted work including:</p> <ul style="list-style-type: none"> <li>• Essays</li> <li>• Case Studies</li> <li>• Recordings</li> </ul>	<p>3-4 examples of each type of work, including failed submissions, excellent and mid-range marks</p>
External examiners' reports	All reports
KSA portfolios	3-4 examples of selection portfolios (if available) and completed ones
Practice portfolios including examples of supervision and clinical case logs	3-4 examples if available