



The
British
Psychological
Society

Qualifications Office

Regulations
for the Society's Postgraduate Qualifications

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Qualifications Office

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1. Introduction to the British Psychological Society

1 Introduction

The British Psychological Society (the Society) was founded in 1901 and incorporated by Royal Charter in 1965. Our primary aim is to promote the advancement and diffusion of a knowledge of psychology (both pure and applied) by setting high standards in professional knowledge and education. We have, therefore, laid down minimum required standards for undergraduate and postgraduate education and training in psychology. More information about the Society's activities in these areas can be found on the Society's website (www.bps.org.uk).

Under the terms of the Royal Charter, the Society is charged to: '...institute and conduct examinations and to issue Certificates and Diplomas to persons qualified to practise and teach psychology.' We have, therefore, developed a number of qualifications which members of the Society can undertake in order to qualify for Chartered Membership. Where these qualifications are also approved by the Health and Care Professions Council (HCPC), candidates who are awarded the qualification will be eligible to apply to HCPC for registration. It is a legal requirement that anyone who wishes to practice using a title protected by the Health Professions Order 2001 is on the HCPC Register. For more information, please see the HCPC website at www.hcpc-uk.org.

2. The Society's Postgraduate Qualifications

2.1 Academic Level

The Society's postgraduate qualifications are professional body awards which represent minimum threshold levels of competence which must be reached for eligibility to become a Chartered Member of the Society and a Full Member of one of the Divisions of the Society (see Glossary). Although the Society is not a University, and cannot therefore award degrees, the qualifications have been designed to be at a level congruent with the Quality Assurance Agency (QAA) descriptor for Doctoral (D) level qualifications¹ and at a level congruent with the Scottish Level 12 descriptors within the Scottish Credit and Qualifications Framework². The descriptors note that, typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches;

and that they will have:

- the qualities and transferable skills necessary for employment, requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments. (QAA)

2.2 Professional Recognition

Holders of qualifications approved by the HCPC will be eligible to apply for registration with the HCPC. It is a legal requirement that anyone who wishes to practice using a title protected by the Health Professions Order 2001 is on the HCPC Register. For more information, please see the HCPC website at www.HCPC-uk.org.

The Society also recognises some of its qualifications for the purpose of Chartered Membership and membership of the appropriate Division. Further details can be found in *Candidate Handbooks*.

¹ Quality Assurance Agency for Higher Education (2001). *The Framework for Higher Education Qualifications in England, Wales and Northern Ireland*.

² Scottish Credit and Qualification Framework, Volume 1, 2007

2.3 Equal Opportunities Policy

The Society operates an equal opportunities policy. No individual will be unfairly discriminated against on the grounds of: age, disability, ethnic origin, gender, nationality, religion or sexual preference or any other form of discrimination not listed here.

The Society collects equal opportunities monitoring data and provides an annual monitoring report to the Qualifications Standards Committee. You may be asked to complete an equal opportunities monitoring form as part of your enrolment. If any of this data changes you are asked to inform the Qualifications Office so that our records can be kept up-to-date.

2.4 Structure of the Qualifications

The qualifications are designed to enable candidates to develop and demonstrate the competences required for the safe, effective and autonomous practice of the relevant branch of applied psychology. In developing the qualifications the Society has referred to the Society's Occupational Standards for Applied Psychology and, more recently, to the Standards of Proficiency for Practitioner Psychologists published by the HCPC.

In order to enable candidates to gain the required competences, each qualification comprises three dimensions of learning – the Knowledge, Research and Practice Dimensions. Depending on the qualification these dimensions may be addressed either discretely, in combination or in a fully integrated fashion.

Full details of the specific structure and requirements of each qualification are provided in the relevant *Candidate Handbook* (further information about these handbooks can be found in Section 2.6.1).

2.4.1 Knowledge Dimension

The Knowledge Dimension of each qualification represents its theoretical (i.e. academic) knowledge base and takes account of ethical guidance provided by the Society to demonstrate how to put this into practice. Normally, qualifications require candidates to complete this part of their training in advance of the other two dimensions.

2.4.2 Research Dimension

In order to provide candidates with a sound training in research, each qualification requires candidates to conduct one piece of research under the guidance of an experienced Supervisor (see Section 2.6.2) and to produce a written report of their research for assessment. This report may be a separate submission or may form part of a broader portfolio of work.

Research must be conducted in accordance with the Society's ethical principles. In addition, it is a requirement that all research has received ethics approval from an appropriate ethics committee. Candidates are required, therefore, to undertake their research within an organisation which has an ethics approval mechanism.

Research will often be undertaken within a public organisation, such as the NHS, or a large charity which has an ethics approval system in place. Other candidates may access the ethics approval system of a local University, possibly with the assistance of their research supervisor.

Candidates must provide details of the ethics approval mechanism which they are utilising and a copy of the approval must be included with the evidence submitted for assessment.

The Research Dimension may be treated as a stand-alone part of training, be incorporated within a fully integrated competence-based model or be combined with either or both of the other two Dimensions. An example of the latter is as follows:

- i. one or more competences associated with the Research Dimension may be considered integral to the underpinning knowledge base of a qualification and, therefore, be added to the Knowledge Dimension;

- ii. any remaining Research Dimension competences may be gained during supervised practice and, therefore, be combined with the Practice Dimension.

Again, the specific structure and requirements of each qualification may be found in the relevant *Candidate Handbook*.

2.4.3 Practice Dimension

The Practice Dimension of our qualifications requires candidates to engage in a period of supervised practice which may take place within the context of existing employment and/or one or more specifically arranged placements. In each case, those who are supervising candidates during this part of their training have the responsibility for:

- i. monitoring the environment within which candidates will be working and advising them on the appropriateness of the available facilities and resources in relation to their needs;
- ii. ensuring that appropriate placement audit procedures are followed, including a risk assessment;
- iii. ensuring that candidates receive adequate support (both academic and pastoral) and supervision in relation to their learning;
- iv. ensuring that candidates have access to appropriate IT facilities with technical support;
- v. ensuring that candidates' progress is monitored and that prompt and appropriate steps are taken to address any areas of difficulty.

Further information regarding supervisory support can be found in Section 2.6.2, of this document, and in the *Candidate Handbooks*.

2.5 Methods of Assessment

A variety of different methods of assessment are employed across the qualifications, with each using a selection drawn from the following list (this list is not exhaustive and the Society may use other assessment methods for its own qualifications):

- (a) dissertations;
- (b) essays and academic papers;
- (c) evaluations of professional competence;
- (d) logbooks/exemplars of supervised practice;
- (e) assessments – oral (*Viva Voce*) and written examination papers;
- (f) practice and supervision diaries;
- (g) reports of clinical activity;
- (h) small-scale research projects;
- (i) service evaluation research;
- (j) supervision reports;
- (k) reflective practice logs;
- (l) systematic literature reviews;
- (m) workplace products;
- (n) personal therapy;
- (o) case studies;
- (p) attendance at and reflections on training/courses, etc.

Candidate Handbooks provide the specific details of the approved assessment methods for the relevant qualification.

2.6 Resources, Information and Support for Candidates

Candidates enrolled on the Society's qualifications are taking an independent route to training as applied psychologists and are not, by virtue of their enrolment, attached to a course of education or training. As a result they do not receive formal tuition, learning materials or access to lecturers/personal tutors.

Candidates are expected to make arrangements to ensure that they are properly supported throughout their period of enrolment and that they have access to such resources as they will need in order to gain

the required competences. (Examples of such resources include access to University libraries and enrolment on short courses in order to strengthen knowledge and/or skills in specific areas.)

Candidates are provided with detailed information about the qualification for which they are enrolled (by means of their *Candidate Handbook*) and given advice on how to acquire the services of an appropriate Co-ordinating Supervisor and/or Supervisor(s), as detailed in Section 2.6.2.

All candidates, as Members of the Society, have remote access to the Psychology and Behavioural Sciences Collection of journals. This can be accessed via the Members area of the Society's website.

Members of the Society can become a reference reader at the British Psychological Society Library for no charge upon presentation of their Membership card. The library is held at Senate House Library, University of London. Candidates can be provided with a letter from the Society on request, which may be presented to an appropriate library, requesting that they be granted access to the library's resources and facilities.

2.6.1 Candidate Handbooks

Candidate Handbooks are reviewed annually and, where necessary, updated and re-issued. They can be found on the relevant section of the Society's website (see inside cover for the address). If substantial changes are made during the annual review candidates will be advised.

Topics covered in the *Candidate Handbooks* include, but are not necessarily confined to, the following:

- i. how to become a *trainee psychologist* in your chosen area of applied psychology;
- ii. overview and general structure of the qualification concerned;
- iii. competences to be acquired;
- iv. full details of all assessment tasks and guidance on how to meet their requirements;
- v. guidance on studying as an Independent Route candidate;
- vi. key contacts and their roles;
- vii. key dates to be noted;
- viii. the fee structure;
- ix. information about the forms to be completed.

We may occasionally need to amend the information contained in *Candidate Handbooks* between our usual annual reviews. In such cases, we would notify candidates in writing of the changes made and also post them on our website.

2.6.2 Supervisory Support

Candidates enrolled on the Society's qualifications are required to engage the services of one or more appropriately qualified psychologists who will undertake to support them through their training (see relevant Candidate Handbook). All candidates must have a Co-ordinating Supervisor who is a HCPC registered psychologist, a Chartered Member of the Society and a full member of the relevant Division. This person co-ordinates a candidate's training and supervision. They are the primary supervisor of the candidate and must be included in the Society's Register of Applied Psychology Practice Supervisors.

The Co-ordinating Supervisor is a key person and candidates should ensure they choose someone with whom they are happy to work over the period of their enrolment. This person will not only have the responsibility for guiding and supervising the candidate throughout their enrolment, but also for helping the candidate to arrange appropriate training experiences. This will include helping to organise the required periods of supervised practice and ensuring that appropriate procedures are in place for the safety of the candidate during their supervised practice.

In order to ensure they remain fully involved the Society reserves the right to copy to the Co-ordinating Supervisor any information provided to it by the candidate or any correspondence we send to the candidate. This might include copies of letters which include the candidate's address details. It would not include anonymous or confidential data sent to us, for example, as feedback provided to the

Qualifications Board. (Where feedback is provided it will be treated as specified by the feedback mechanism used.)

In some cases a candidate may ask the Society to keep a matter confidential and we will respect such requests wherever possible. In cases where complete confidentiality is not practical we will discuss this with the candidate before taking any action.

Some candidates will also have a Supervisor who is a HCPC registered psychologist, and a Chartered Member of the Society, who provides a candidate's supervision and must be included in the Society's Register of Applied Psychology Practice Supervisors. The supervisor will support the candidate through specific aspects of their training;

Some candidates may also have a Designated Supervisor, who is either a HCPC registered psychologist or a member of another profession, whose conduct should be regulated by a code of conduct enforced by a regulator or a generally recognised professional body of which they are a member in good standing.

Where an office holder of the Qualifications Board is a Supervisor or Co-ordinating Supervisor for a candidate this may create a conflict of interest. Whilst such conflicts cannot always be avoided, they must be managed. This means that the office holder must declare to the Qualifications Board and the Qualifications Office any candidates for whom they are Supervisor or Co-ordinating Supervisor, or in whom they have a vested interest, and take appropriate steps to ensure they are not involved in any assessment or regulatory issues involving those candidates. This might include delegating some or all of their authority to another appropriate Board member in relation to decisions or discussions about those candidates.

IMPORTANT NOTE

1. The agreement between a candidate and their Co-ordinating Supervisor(s) is a private one between individuals.
2. Potential Co-ordinating Supervisors are at liberty to request references before entering into such an arrangement with any candidate.
3. The rate of fees charged to candidates is not regulated by the Society as this is a private business arrangement between the two parties concerned. Whilst many Supervisors see this service as a professional duty candidates are reminded that the provision of supervision or co-ordination is a professional service and that fees may reflect this. However, such fees should be agreed before the candidate commences their training.
4. The Society requires that formal contracts are drawn up between candidates and their Co-ordinating Supervisor and a copy lodged with the Society. Further information about such contracts is provided in *Candidate Handbooks*. Individual Society qualifications may have a sample contract available on the relevant page of the Society's website, www.bps.org.uk/qualifications.

2.7 Fees

The current fees for each qualification are held on the Society's website. The Society reserves the right to amend the fees for all of its qualifications. Increases will normally be linked to the retail price index although in some cases additional changes may be necessary. If this is the case we will give three months' notice of any changes on the qualifications pages of our website.

Fees are subject to VAT. Any changes in the VAT rate will be reflected in the fees. We will publish amended fee schedules when the VAT rate changes. However, the notice we are able to give due to changes in the VAT rate may be constrained by the notice given by the Treasury.

The fees required pay for examination services. The cost of providing these services remains the same regardless of the rate at which a candidate undertakes their training. For this reason we do not have part-time rates and all candidates for a qualification are subject to the same rate of fees.

2.7.1 Fee Exemptions and Refunds

Any candidate who is not working towards their qualification due to maternity, paternity or long-term sick or care leave should advise the relevant Qualifications Officer, providing a copy of their MATB1 or medical certificate. In these instances a reduction in or exemption from the Annual Maintenance Fee can be granted. In some settings an employer may stop client contact or make other reasonable conditions upon notification of a candidate's pregnancy. In this instance the candidate should provide, in addition to the MATB1, the following information:

- An original signed letter, on official letterheaded paper, from the candidate's employer confirming that they are not allowed any client contact and the date this began; or
- An original signed letter, on official letterheaded paper, from the candidate's employer confirming the other reasonable adjustments that have been made and the date these began; plus
- An original signed letter from the candidate outlining the proposed dates of maternity leave.

A candidate who is not working towards their qualification due to redundancy should advise the relevant Qualifications Officer providing a copy of their redundancy notice as evidence. In this instance a reduction or exemption from the Annual Maintenance Fee can be granted for a period of up to 12 months only. If the candidate is unable to re-commence their training after 12 months then they should consider withdrawing and re-enrolling at a later date (see Section 4.5).

Exemption of the Annual Maintenance Fee cannot normally be granted for any other reason.

The policy regarding refunds is available on the Society's website.

2.7.2 Non-Payment of Fees

Enrolment Fee

The enrolment fee is to be paid as one amount and should be sent with the application to enrol. In some instances an applicant may include invoicing details on the enrolment form. An applicant's enrolment will not normally be confirmed until such time as the enrolment fee is paid in full. If the enrolment fee remains outstanding six months after the receipt of all enrolment documentation (including references) it will be assumed that the applicant no longer wishes to enrol and their enrolment documentation (excluding references) will be returned to them.

Annual Maintenance Fee (AMF)

If a candidate (or their employer) is paying the AMF as one amount and it remains overdue for three months then the candidate's enrolment will lapse. If the candidate wishes to re-enrol a further fee will be payable.

If a candidate is paying the AMF by monthly Direct Debit the total amount will be divided equally over 12 months (this time period cannot be extended). If one DD request is returned unpaid then the monthly payments will be recalculated over 11 months. However if two DD requests are returned unpaid then the candidate will be removed from the DD system. A letter will be sent to the candidate requesting full payment within one month. If the AMF remains outstanding at the end of that month (i.e. three months in total from the AMF due date) the candidate's enrolment will lapse. If the candidate wishes to re-enrol a further fee will be payable and the option to pay by DD will be at the discretion of the Qualifications Office.

3. Eligibility to Enrol

3.1 General Entry Requirements

Those applying to enrol for any of the Society's postgraduate qualifications must be able to provide each of the following:

- i. their membership number to confirm they are a current Graduate Member of the Society with the Graduate Basis for Chartered Membership (GBC);
- ii. signed confirmation from an appropriately qualified Psychologist that they have agreed to act as the applicant's Co-ordinating Supervisor (see Section 2.6.2);
- iii. an enhanced disclosure from the Disclosure and Barring Service, a Protecting Vulnerable Groups check from Disclosure Scotland or Access Northern Ireland or, where appropriate, an international equivalent, which must be dated within the last two years or from the current appointment;
- iv. a health reference from a doctor confirming that the applicant's health does not affect his/her fitness to practice as a trainee psychologist, unless other arrangements have been agreed;
- v. any additional entry requirements for your qualification. (Please check the relevant *Candidate Handbook* for the qualification on which you are enrolling.)

Potential applicants from overseas are required to meet the same entry requirements as applicants from within the UK. In addition English language requirements may apply (see Section 3.3). Applicants should also note that they will be required to undertake the majority of their supervised practice in the UK context. Further information for overseas applicants is available on our website (www.bps.org.uk/qualifications).

3.2 Exclusion Criteria

The following three exclusion criteria apply to the Society's postgraduate qualifications:

1. anyone who has, at any time, had their Registration as a Psychologist removed by the relevant regulatory authority is ineligible for enrolment on any of the Society's postgraduate qualifications;
2. anyone who has been found to have breached the Society's *Code of Ethics and Conduct* or *Membership Conduct Rules* may also be refused permission to enrol on any of the Society's postgraduate qualifications;
3. anyone who has previously failed or has been removed from a Society qualification, or a Society accredited qualification, or a practitioner psychologist training programme, may be refused permission to enrol on any of the Society's postgraduate qualifications.

In exceptional circumstances, and subject to a written request, the relevant Qualifications Board may choose to review the position of individual candidates. The request should be addressed to the Registrar of the relevant Qualifications Board, care of the Qualifications Office.

If a candidate fails to disclose, at the time of their application to enrol, that they have failed a practitioner psychologist training programme the Qualifications Board may remove the candidate from the qualification. In such cases the candidate will be deemed to have misled the Society at the time of their enrolment and will not be entitled to any refund of fees. The matter may also be referred to the Society's Membership Conduct Officer.

3.3 Proficiency in English

All assessments will be conducted in the English language.

Candidates are expected to communicate competently, in both written and spoken language, with a proficiency in English which is at, or equivalent to, Level 8 of the International English Language Testing System (IELTS). Full details of this level of proficiency can be obtained from www.ielts.org.

Candidates for whom English is not their first language must provide evidence that they have passed the IELTS at Level 8 before they commence the practice dimension of their qualification.

Candidates should be aware that even where IELTS has been passed at Level 8, the Qualifications Boards have discretion to reject a submission on the basis that it does not communicate the candidate's competence sufficiently well for the Qualifications Board to be confident that the appropriate level of competence, as a psychologist, has been achieved for the award of the qualification.

Candidates should also be mindful of the language competence of clients with whom they are working. Candidates should arrange for an appropriate interpreter to assist clients whose first language is not English. Similarly, clients who have certain disabilities may benefit from the assistance of an interpreter or signer.

3.4 Criminal Records Check

All candidates must provide evidence that they have a current enhanced disclosure from either the Disclosure and Barring Service (DBS) or a Protecting Vulnerable Groups check from Disclosure Scotland or Access Northern Ireland. In the case of candidates applying to enrol from overseas, or who have recently moved to the UK, a criminal records check conducted by authorities in the country of origin will be required. This check will need to be at an equivalent level to the enhanced disclosure provided by the DBS. A certified translation must also be provided along with the original documentation. Information about the relevant authorities for criminal records checks outside the UK can be found on the DBS website (www.homeoffice.gov.uk/agencies-public-bodies/dbs).

All candidates must provide an enhanced disclosure as part of the enrolment application. This disclosure should be with regard to the candidate's current employment or, if the candidate has changed roles, be dated within the last two years.

All candidates must complete a declaration form each year at a time specified by the relevant Qualifications Board. This form will ask candidates to declare that there have been no changes to their status within the last 12 months.

3.4.1 Consideration of disclosed information

Any disclosed information will be considered under the procedure described in Section 3.4.2. An application to enrol may be refused, or a current candidate's enrolment may be terminated, if the disclosure includes a conviction or police caution for one or more of the following types of behaviour:

- i. violence;
- ii. abuse;
- iii. sexual misconduct;
- iv. supplying drugs illegally;
- v. child pornography;
- vi. offences involving dishonesty;
- vii. offences for which you received a prison sentence;
- viii. other offences which the panel considers to be of equal concern.

Or if the disclosure includes one or more of the following:

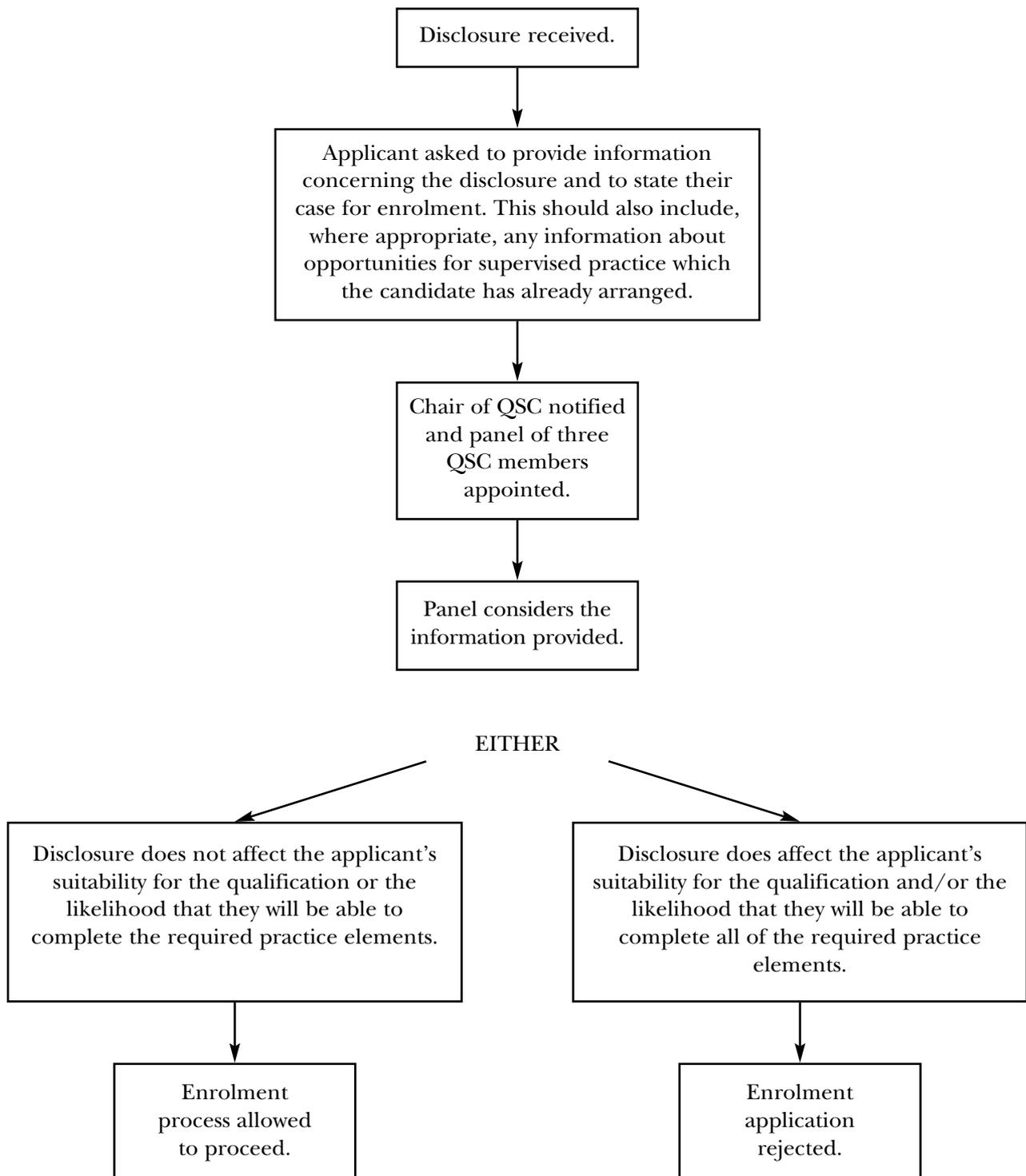
- viii. Any concerns noted by the police about a person's suitability to work with vulnerable client groups.
- ix. Any concerns noted about patterns of abusive behaviour, whether or not there has been a conviction.

If a disclosure includes any of these factors the application will be considered under the process described below.

Disclosures which show the following will not normally affect the enrolment decision:

- Spent convictions for reckless, dangerous or drunk driving where no one was injured.
- Convictions or cautions received when the candidate was under the age of 18, unless the offence is very serious or similar offences have been repeated after the age of 18.

3.4.2 The process for consideration of disclosed information



As this illustrates, disclosures as a result of criminal records checks will be reported to the Chair of the Qualifications Standards Committee (QSC) and a panel will be appointed. The panel will normally include the Chair and the Deputy Chair of the QSC as well as the Chair of the Qualifications Board concerned. The applicant will be asked to provide information to the panel within 10 working days. This information should include the applicant's case for consideration of their application to enrol in light of the disclosure. If the applicant is already working within a setting where they intend to complete their supervised practice, or has arranged such a placement in advance of their application, then this information should be included. If the applicant wishes the Panel to collect further references in relation to the information provided they should state this in writing providing the relevant contact information.

The panel will consider all of the information presented to it and will determine whether or not the disclosure affects the suitability of the applicant to enrol on the qualification. The panel will also consider the likelihood of the candidate being able to secure appropriate placements or employment to enable them to complete the practice elements of the qualification.

If the panel considers that the disclosure does affect the candidate's suitability for the qualification and/or the likelihood that they will be able to complete all of the required practice elements then the application to enrol will be rejected. The candidate will be advised of the reasons for this decision.

If the panel considers that the disclosure does not affect the candidate's suitability for the qualification, or the likelihood that they will be able to complete all of the required practice elements, then the application will be allowed to proceed and the applicant will be so advised.

3.5 Minimum IT Facilities

Candidates are required to have minimum IT facilities available and must make arrangements to ensure these before commencing their enrolment. Candidates must have:

- i. An internet connection and e-mail account;
- ii. Access to the Society's website with appropriate access to download documents;
- iii. Word-processing facilities;
- iv. Printing facilities;
- v. Scanning facilities (for example, a printer-scanner) which allow them to scan relevant documents for electronic submission.

Candidates may access these facilities from home or work. However, if work facilities are used candidates should ensure that appropriate access permissions have been granted. Candidates should also make arrangements for backing-up work and ensure that they will be able to take the work with them in an electronic format should they change employer.

Candidates using home facilities should ensure that all work and evidence is backed-up (for example, to an external hard drive) to ensure that it is not lost in the event of a computer breakdown.

3.6 Professional Indemnity Insurance

All candidates must ensure that they have appropriate professional indemnity insurance.

Candidates who are employed will normally be covered by their employer's indemnity insurance but should check with their employer that this covers their practice as trainees.

Candidates who are not employed, or who undertake some of their supervised practice outside of their employment, should make individual insurance arrangements. More information about indemnity insurance can be found on the Society's website.

3.7 Health Requirements and Candidates with a Disability

Candidates are normally required to provide a health reference from a medical practitioner to confirm that they do not have a health issue which will affect their fitness to practice as a trainee psychologist.

Some employers will require a health reference before the trainee takes up a post. In these cases we may be able to accept the employer's confirmation that an appropriate health reference has been received, provided that we have agreed this directly with the employer and the employer confirms to us that the reference did not disclose any condition which may affect the candidate's fitness to practice as a trainee psychologist.

Where a candidate has a health condition or a disability which may impact on their capability to complete the qualification in the usual way they should contact the Qualifications Office at the earliest opportunity to discuss this. Wherever possible, reasonable adjustments will be made to facilitate the candidate's completion of the qualification.

It should be noted that in order to successfully complete a qualification the candidate must demonstrate that they have engaged in the required learning activities of the qualification and that they have achieved all of the required learning outcomes. Regulation 7.2 provides information about the process for requesting reasonable adjustments in the assessment process. At enrolment the Qualifications Board will be concerned to ensure that a candidate is able to engage in the required learning activities of the qualification. In doing so the Qualifications Board will seek to address the following questions:

- i. Would this candidate's condition preclude them from being able to develop the competences required for the safe, effective and autonomous practice as a psychologist?
- ii. Will the candidate be able to engage in the full range of required supervised practice?
- iii. What adjustments might be necessary to facilitate this?
- iv. Will the candidate's employer be able to make these adjustments?
- v. Has the candidate's employer provided information confirming the arrangements they have made/are making to facilitate the candidate's supervised practice?
- vi. Will the candidate be able to provide the evidence required by the assessment process?
- vii. What adjustments to the assessment process might be necessary to facilitate this?
- viii. Is the Qualifications Board satisfied that the adjusted assessment process will enable it to be satisfied that the candidate has met the learning outcomes?

In some cases we might ask for additional information or reports. For example, we might request a report from an appropriately registered Chartered Psychologist.

If satisfactory answers can be provided to these questions the candidate's application to enrol can proceed.

Where a candidate develops a health condition or disability during their enrolment they must inform the Qualifications Office of this. Where a candidate wishes to interrupt their training for a period of time whilst they adjust to their new circumstances they should advise the Qualifications Office, providing documentary evidence such as a medical certificate. When a candidate wishes to proceed with their training, or if no interruption is requested, the Qualifications Board will seek to address the questions outlined earlier in this section to determine whether the candidate is able to continue with the qualification. As at enrolment, the Qualifications Office will seek information from the candidate about any adjustments they may require and confirmation from the employer that they are able to accommodate the adjustments required in the workplace. Regulation 7.2 provides information about the process for requesting reasonable adjustments in the assessment process.

4. Enrolment Procedures

4.1 Application for Enrolment

The enrolment requirements for each qualification can be found in the relevant *Candidate Handbook*.

All relevant fee(s) must be included with the application. Where candidates require fees to be invoiced enrolment cannot be confirmed until all relevant fees have been paid. When candidates require enrolment to take effect from a particular date they must provide invoice details at least two months in advance of this date.

4.2 Accreditation of Existing Competence (AEC)

Each of the qualifications requires candidates to demonstrate a number of competences. Applicants who are able to demonstrate that, as a result of prior academic and/or experiential learning, they have already developed some of the required competences of a particular qualification may be awarded AEC. However, in the case of academic or experiential learning undertaken as part of a qualification or degree programme, AEC can only be granted where a qualification has been awarded. Where the awarded qualification is an alternative exit award after failing to achieve the approved award for a practitioner psychologist programme the provisions of Section 3.2 will apply.

The amount and type of AEC which can be granted for each Qualification is specified in the relevant *Candidate Handbook*. It is never possible to grant AEC for the entire qualification.

4.2.1 Eligibility for Accreditation of Existing Competence (AEC)

Applicants may present evidence of existing competences to support a request for AEC. In order to support the request the candidate must meet a number of criteria. In order to determine whether or not their existing competence meets these criteria, applicants should read the following information and carefully consider the questions in the flow chart:

- i. in all cases evidence put forward in support of applications for AEC must have been undertaken after the date on which the applicant became eligible for GBC (and in some cases additional qualifying criteria may apply);
- ii. work which enabled the development of competences put forward in support of applications for AEC should have been conducted under the supervision of a practitioner psychologist who is also a Chartered Member of the Society, who will normally be a Full Member of the appropriate Division.

Where the above criteria have been met AEC will be considered under the procedure outlined in Section 4.2.3, taking into account the qualification specific requirements. Generally, AEC will be agreed on an individual basis.

4.2.2 Applying for Accreditation of Existing Competence (AEC)

Applications for Accreditation of Existing Competences must include **each** of the following:

1. The appropriate application form, fully completed.
2. The correct fee.
NB: Details of current fees and copies of application forms can be obtained from the our website.
3. Documentary evidence which clearly demonstrates that the required criteria have been met, for example:
 - certificates confirming a relevant qualification (either original or an authenticated copy³);
 - transcripts of studies or other official documents indicating the modules and/or courses passed as part of a relevant qualification;
 - relevant course descriptions or syllabi;

³ Authentication must take the form of an *original* stamp and signature of an appropriate official from the university concerned, a notary public, a Justice of the Peace, a solicitor or an equivalent legal authority.

- abstracts or structured summaries of any research work undertaken in connection with relevant qualifications;
 - Supervisors' reports relating to aspects of supervised practice.
- NB:** Supporting evidence must be presented in such a way as to:
- (a) ensure that each component can be readily identified;
 - (b) clearly indicate which component relates to which competency/competences or unit/components of the Society's qualification.
4. Each qualification will have specific rules about the AEC that may be granted and the procedure that must be followed. Please refer to the relevant *Candidate Handbook*.

4.2.3 The Processing of Applications for Accreditation of Existing Competence (AEC)

The relevant Qualifications Board or its representatives will consider applications for AEC. The Board will review the evidence submitted in support of the application and decide whether or not competence has been demonstrated in relation to all, some or none of the areas to which the application relates. In each case, the Board will document the grounds on which its decision has been reached.

Applicants will be informed in writing of the Board's decision and, in the case of a refusal, the reasons upon which the decision was based. Where the application has been agreed the Board will also provide a statement indicating, in relation to the relevant qualification:

- i. the competences which the Board considers the candidate to have previously met;
- ii. the assessment tasks which the candidate must undertake in order to demonstrate the remaining required competences.

4.3 Notification of the Outcomes of Applications for Enrolment

Applications for enrolment will normally be processed and applicants notified, in writing, of the result of their application within two months of the receipt of all required documentation.

If the application has been successful, the letter of notification will include the date on which their enrolment is formally considered to commence. This date will then be used to determine the minimum period of enrolment (see Section 8).

If the application has not been successful the letter of notification will provide details of the reasons on which the decision was based. Applicants will also be advised of any actions that need to be taken prior to any subsequent application for enrolment.

4.4 Undertaking parts of the Qualification Outside of the UK

Occasionally a candidate will wish to undertake part of their training outside of the UK. Some qualifications have specific limits or requirements concerning training outside of the UK which must be complied with. As a general principle, the majority of a candidate's training must be undertaken in the UK context.

Where a candidate wishes to undertake part of their training outside of the UK s/he must inform the Qualifications Board of their intention. Such an intention must be supported by the Co-ordinating Supervisor and the candidate must provide enough information about the training for the Qualifications Board to be satisfied that it complies with the qualification requirements. In all cases, supervision must be conducted by someone who meets the criteria for the qualification.

4.5 Withdrawing Enrolment and Subsequent Re-Enrolment

4.5.1 A candidate may withdraw their enrolment at any time.

4.5.2 The published refund policy will apply in respect of any fees already paid.

4.5.3 A candidate may re-enrol within five years of the date of their withdrawal and retain their previous qualification history provided that:

- (a) the competences and units for the qualification have not significantly changed;
- (b) the re-enrolment is conducted under the *Candidate Handbook* and *Regulations* current at the time of the re-enrolment and, with the exception of the credit given for their previous assessment history, candidates must comply with all the usual enrolment requirements;

On re-enrolment a candidate may apply for Accreditation of Existing Competence on the basis of formally assessed qualifications obtained which have been awarded since their prior withdrawal.

4.5.4 The minimum period of enrolment after re-enrolment will be one year and the two enrolment periods combined must, together, meet the minimum enrolment period for the qualification.

5. Expectations of Conduct

Once candidates are enrolled on one of the Society's qualifications they are expected to conduct themselves as professional psychologists. They are, therefore, required to:

- adhere to the Society's *Code of Ethics and Conduct*;
- adhere to the Society's *Guidelines for the Use of Social Media*;
- demonstrate professional standards in all their communications;
- avoid all practices comprising academic misconduct;
- take responsibility for their training;
- maintain an awareness of the HCPC's *Standards of Conduct, Performance and Ethics* and the HCPC's *Standards for Continuing Professional Development*;
- comply with the HCPC *Guidance on Conduct and Ethics for Students*.

5.1 Understanding of and Adherence to the Society's Code of Ethics and Conduct

As members of the Society candidates are bound **at all times** by the Society's *Code of Ethics and Conduct* and *Member Conduct Rules*, which are available from the Society's website at www.bps.org.uk/ethics.

Any candidate found to have committed a breach of this *Code* may be withdrawn from the qualification for which they are enrolled. They may also be considered ineligible to enrol on any of the Society's other qualifications.

5.2 Professional Misconduct

If a candidate is aware that a professional conduct complaint has been made against them they **must** inform the Qualifications Office. They must also inform the Qualifications Office of the outcome of the complaint. The Qualifications Office will treat this information as confidential and will not normally inform the Qualifications Board unless the outcome of the complaint is that conditions or sanctions have been imposed on the candidate. Failure to inform the Qualifications Office that a complaint has been made could result in the termination of a candidate's enrolment. If a qualification has been awarded and it is later discovered that a candidate failed to inform the Qualifications Office of a complaint made against them during the period of their enrolment then this may result in the retraction of the award..

5.3 Avoidance of Academic and Other Misconduct

5.3.1 The Nature of Academic Misconduct

Academic misconduct involves fraudulent activity in relation to academic performance and is widely condemned across the academic community. Examples of academic misconduct include, but are not limited to:

- i. plagiarism – which is any act involving passing off another's work as one's own (including the direct copying of the work of another and the inadequate referencing of published work);
- ii. attempting to obtain examination papers in advance of examination dates;
- iii. taking any unauthorised material or equipment into an examination room;
- iv. failing to comply with the rules of an examination room;
- v. submitting falsified written material or tape recordings for assessment;
- vi. any other form of cheating not incorporated within the above list.

If a qualification has been awarded, or a part or unit of a qualification has been passed, and it is later discovered that a candidate engaged in academic misconduct during the period of their enrolment then this may form the basis of an investigation and could result in the retraction of the award or the retraction of the result(s) of the unit(s) under investigation.

5.3.2 Other Misconduct

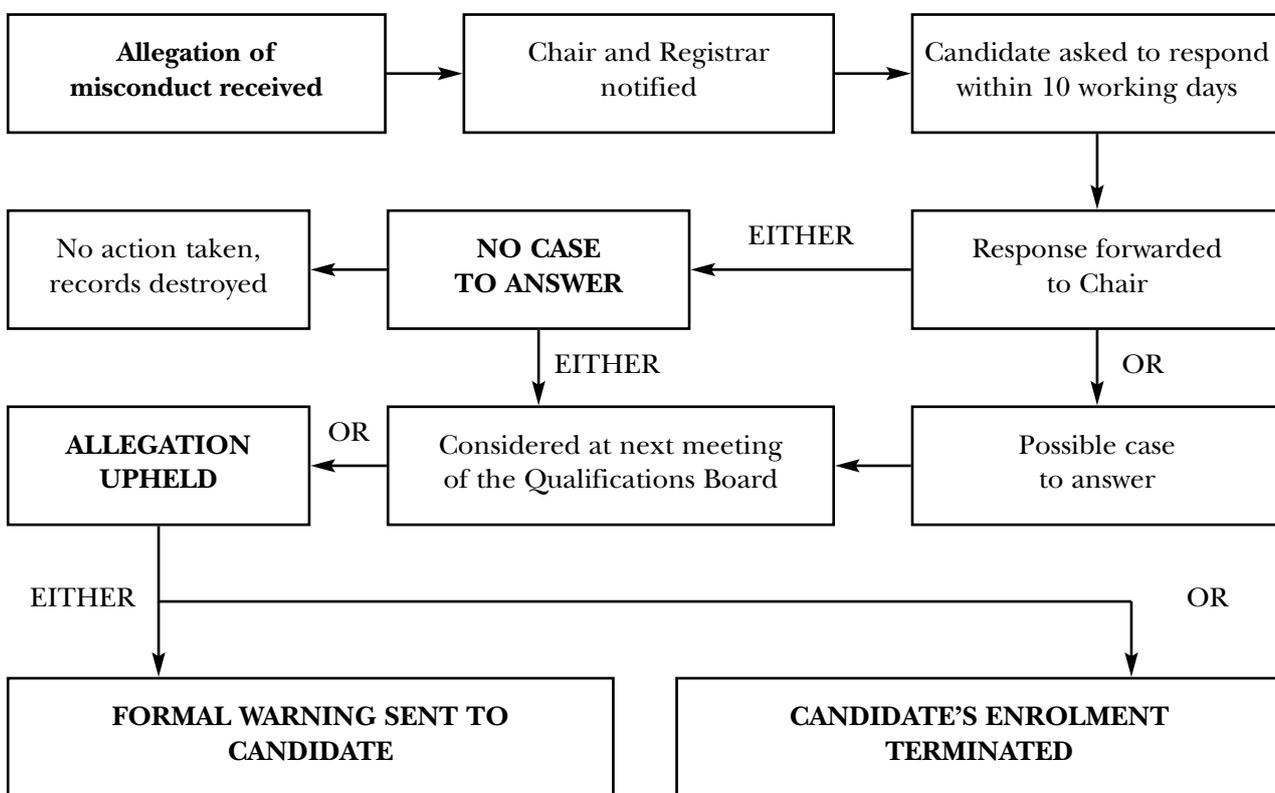
Other misconduct may include, but is not limited to:

- i. professional misconduct of which the Board is made aware, whether or not it has been investigated as part of another process;
- ii. providing information to the Board which is misleading either because it includes inaccurate information or does not include all of the information which will allow the Board or its representatives to make an informed decision. This might include but is not limited to information provided during enrolment processes (including applications for accreditation of existing competence), as part of the update to or amendment of plans or as part of the assessment processes;
- iii. behaviour or actions which bring the Society, profession or qualification into disrepute.

5.3.3 Investigations of Allegations of Misconduct

Allegations of misconduct on the part of a candidate enrolled on one of the Society’s qualifications will be investigated and managed by means of the procedure summarised in the flowchart that follows.

The Process for Investigating and Managing Allegations of Misconduct



As this illustrates allegations of misconduct will be reported to both the Chair and Registrar of the appropriate Qualifications Board. The Registrar will write to the candidate giving details of the allegation, requesting a response to it within 10 working days. S/he will forward the candidate’s response to the Chair.

The Chair will consider the response of the candidate to the allegation. If s/he considers that there may be a case to answer, all relevant information and documentation will be made available to the Qualifications Board at their next meeting so that they may make a formal judgement on the case. If the Qualifications Board does not have a scheduled meeting within an appropriate timeframe the matter may be referred to an emergency meeting of the officers of the Qualifications Board.

If the Qualifications Board considers that there is evidence of academic or other misconduct, they will decide as follows:

EITHER: to issue a formal, written warning to the candidate that any further instance of academic or other misconduct will result in the termination of their enrolment;

OR: to inform the candidate in writing that their enrolment has been terminated.

If it is judged at any stage of the process described above that no misconduct has taken place then all records concerning the allegation will be destroyed and no further action shall be taken.

IMPORTANT NOTE

Candidates have the right to appeal against the Qualifications Board's decisions regarding allegations of misconduct using the Society's Appeals Procedures (see Section 9.2 for details).

5.4 Taking Responsibility for Training

As part of their training to become professional practitioners of applied psychology candidates are charged with certain responsibilities in relation to their training. These include, but are not necessarily confined to, those listed below. Candidates are required to:

- maintain Graduate Membership of the Society;
- read, and act in accordance with, the *Regulations for the Society's Postgraduate Qualifications* as laid out in this booklet. Candidates who do not comply with these *Regulations* may be suspended by the Qualifications Board;
- read, and act in accordance with, any additional requirements specific to the Qualification for which they are enrolled as laid out in the relevant *Candidate Handbook*. Candidates who do not comply with these requirements may be suspended by the Qualifications Board;
- demonstrate professional standards in all their communications and communicate professionally with all relevant Society personnel;
- ensure appointments are made before visiting the Society's Office with reference to your qualification;
- manage their time effectively;
- inform the Society's Membership Team promptly of any changes in their contact details;
- inform the Qualifications Office promptly and in writing of any change to their supervisory arrangements;
- pay all fees when they become due in accordance with the current schedule of fees;
- arrange, and keep, regular meetings with their Co-ordinating Supervisor/Supervisor and inform their Co-ordinating Supervisor/Supervisor promptly of any difficulties experienced in relation to their training and its assessment;
- inform their Co-ordinating Supervisor/Supervisor of all results and feedback received from the Society in connection with the qualification;
- discuss feedback with Co-ordinating Supervisor/Supervisor before resubmission for assessment/examination;
- ensure that their Co-ordinating Supervisor/Supervisor has copies of all relevant documentation, including the current *Regulations* and *Candidate Handbook*;
- discuss with their Co-ordinating Supervisor/Supervisor any correspondence received from the Society in relation to the qualification (the Society reserves the right to copy any and all of its correspondence to your Co-ordinating Supervisor/Supervisor where appropriate);
- keep clear, accurate and comprehensive records of the work undertaken in relation to the supervised practice element of their training;
- register at the appropriate time for the assessments they are required to undertake (see Section 7.1);
- submit updated plans of training in accordance with the appropriate *Candidate Handbook*;
- submit work for assessment in accordance with the procedures laid out in Section 7.2 and by the deadlines published in either the appropriate *Candidate Handbook* or on the Society's website;
- if necessary, present themselves for examination or assessment on the correct date(s), as published in the appropriate *Candidate Handbook* or the Society's website;

- adopt the required title (as advised in the appropriate *Candidate Handbook*) for the duration of their training;
- send correspondence to the Society via a trackable method of postage where confirmation of delivery is required;
- where a delivery receipt is required, enclose a stamped, self-addressed postcard (or sealed envelope) for the Qualifications Officer to sign, date and return.

Candidates who are, for any reason, unable to meet any of these requirements must contact the Qualifications Office as soon as possible to explain the situation. The Qualifications Office will advise such candidates as appropriate according to the circumstances of their case.

6. Reviews of Progress

Qualifications Boards have monitoring procedures in place to ensure that candidates are continuing to progress on their qualifications. This involves the completion of regular progress reviews with the Co-ordinating Supervisor and the regular submission of review paperwork to the relevant Qualifications Board Officer. Details of the quarterly and annual review requirements can be found in the relevant *Candidate Handbook*.

Where qualifications require Plans of Training to be submitted at enrolment these are also subject to review. Changes in local circumstances and/or developments in candidates' interests and competence may mean that amendments need to be made to training plans. Plans should, therefore, be reviewed annually by the candidate and their Co-ordinating Supervisor and, if necessary, revised and re-submitted to the Registrar for approval of the revision(s). For some qualifications revised plans have to be submitted as part of the assessment process either six monthly and/or annually (see the relevant *Candidate Handbook* for further information).

Candidates who do not comply with the qualification specific requirements for the annual submission of documentation will have their enrolment suspended. When suspended a candidate may not count any supervised practice or other work undertaken towards their qualification. Suspensions can be lifted, at the discretion of the relevant Qualifications Board, when satisfactory documentation is provided. However, if a candidate remains suspended for a period exceeding one year the candidate's enrolment may be terminated by the relevant Qualifications Board.

Where a candidate is not working towards their qualification for reasons of maternity, paternity, adoption leave, long term sick leave or redundancy they will not normally be able to complete the required quarterly reports and/or annual review documentation for their qualification. A candidate may also interrupt their training if they have caring responsibilities for a family member. It is not normally possible to interrupt training for any other reason.

Candidates on maternity, paternity or adoption leave should ensure that, when they return from leave, their next review includes all information regarding the period between their last review and the start of their leave as well as the period between their return and the review date.

Candidates on long-term sick leave (or those who have interrupted their training due to caring responsibilities for a family member) should keep all information regarding the period between their last review and the start of their leave. On their return from sick leave they should contact the Registrar to agree when their next review is due and any other arrangements which may be necessary to facilitate their return to the qualification. This may vary depending on the length of the period of sick leave.

Candidates who are not working towards their qualification as a result of redundancy should ensure that they remain in touch with the relevant Qualifications Officer and Registrar. Candidates should keep records of any training opportunities they may have whilst not working. Any voluntary work which candidates may be able to undertake should be subject to the normal supervision and placement audit procedures if a candidate wishes to include this as part of their supervised practice towards the

qualification. Whether or not any supervised practice is undertaken candidates should do what they can to keep their knowledge up to date and should complete quarterly and/or annual review documentation to the extent that it is practical for them to do so.

7. Assessment

The assessment processes relating to the Society's Qualifications are run by Qualifications Boards which are constituted of Chartered Psychologists who hold Full Membership of the relevant Division of the Society. The full *Terms of Reference and Membership* for the Qualifications Boards are available on the Society's website.

Qualifications Boards are accountable to the Society's Qualifications Standards Committee (QSC), which in turn is accountable to the Membership Standards Board (MSB).

- appoint appropriately qualified psychologists to undertake the assessment of candidates' work;
- ensure the efficient running of the assessment process;
- appoint an External Examiner in accordance with the job description and protocols approved, from time to time, by the Qualifications Standards Committee. The External Examiner must be a Chartered Psychologist and registered as a practitioner psychologist with the HCPC in the domain relevant to the qualification. S/he must have substantial and current experience of training within that domain of psychology in the UK and previous experience as an External Examiner on approved university-based practitioner psychology training programmes;
- ensure the efficient running of the supervision process;
- agree all assessment tasks required of candidates including specific essay and/or examination questions;
- agree the outcomes of all assessments undertaken by candidates with respect to the Society's qualifications;
- inform the candidate of their results and any requirements for re-assessment (such as the re-sitting of one or more examinations or the re-submission of one or more pieces of written work);
- issue certificates to successful candidates.

Details of the roles fulfilled by particular Officers of the Qualifications Boards (e.g. the Registrar) are provided in the *Candidate Handbooks*.

The particular assessment requirements for the different qualifications are outlined in detail in the *Candidate Handbooks* and are also available on our website.

7.1 Registration for Assessment

A candidate who wishes to register for assessment must:

- i. be enrolled on the qualification;
- ii. submit a correctly completed registration form (available from our website);
- iii. pay the correct fee.

The *Candidate Handbook* for each qualification will include any qualification specific arrangements which must be followed.

Once a candidate's registration is confirmed they will be provided with an *Assessment Number* by which their work will be identified.

7.2 Arrangements for Candidates with a Disability or Learning Difficulty

The Society is committed to implementing best practice in relation to the Disability Discrimination Act. In particular we wish to ensure that all candidates enrolled on our qualifications are provided with equivalent opportunities to demonstrate their competence. We are committed to making reasonable and appropriate adjustments to our assessment procedures where candidates have additional requirements. Such adjustments may include, but are not exclusive to, the following:

- i. extra time to prepare for examinations or assessments;
- ii. extra time for the completion of an assessment task (including additional time in examinations);
- iii. extra time to complete the full range of assessment tasks for a particular qualification;
- iv. the assistance of a sign language interpreter or an amanuensis;
- v. access to a computer during examinations;
- vi. an alternative mode of assessment.

Where candidates have additional requirements which it is anticipated may impact upon their ability to complete their training within the usual time-scale and/or to comply with the usual assessment procedures, they should contact the Qualifications Office, including the following information:

- i. the candidate's disability, condition or other relevant information;
- ii. the adjustments for which they are applying;
- iii. any appropriate documentation (for example, an educational report, a doctor's letter, a report from a psychologist or other appropriate report). Unfortunately, the Society is unable to refund any costs which may be incurred obtaining such documentation.

Candidates should notify the Qualifications Office of any disability or learning difficulty they may have as soon as possible and at least eight weeks prior to the examination/assessment date, where this is possible. This is in order to allow the maximum possible time to make the most appropriate arrangements for the assessment.

The Qualifications Office will contact the candidate to discuss their requirements and seek to agree appropriate adjustments. It may be necessary for the Qualifications Office to consult with the relevant officers of the Qualifications Board before agreeing any arrangements. Once reasonable adjustments have been agreed with the candidate the Qualifications Office will confirm these to the candidate in writing.

7.3 Written Examinations⁴ and *Viva Voce* Assessments

All examinations/assessments are conducted in English. **No exceptions will be made.**

The candidate will be provided with an *Assessment Number* by which their work will be identified. Only the Chief Assessor, the Qualifications Office and the Registrar will know the numbers allocated to individual candidates. Candidates must take their *Assessment Number* with them when they attend any examination.

Candidates **must** also take one of the following three forms of identification.

(**NB:** these are the **only** acceptable forms of identification):

- i. a current, valid passport;
- ii. a current, valid photo card driving licence;
- iii. another form of identification including a photograph *which has been approved in advance by the Society.*

Candidates must take all reasonable steps to ensure that they arrive on time for their examination. Any candidate arriving later than 30 minutes after the published start time will not be allowed to enter the examination room.

⁴ Throughout this section, reference to Assessors or Chief Assessors may, where appropriate, apply equally to Examiners or the Chief Examiner, respectively.

Candidates who fail to comply with the above will not be allowed to sit the examination and will have to wait until the next available opportunity to sit the examination. **In some cases this may be up to 12 months later.**

7.3.1 Written Examinations

Once admitted to the Examination Centre, candidates taking written examinations must follow the instructions of the invigilators **at all times** and must act according to the general expectations of conduct outlined in Section 5.

Once the examination has been completed, each candidate's work will be forwarded to two appropriately qualified Examiners (appointed by the appropriate Qualifications Board) for marking. The Examiners will each produce both a preliminary judgement on the quality of each examination answer and a short rationale for this judgement. The two Examiners will then compare their evaluations and reach an agreed mark for each answer under consideration. One Examiner will pass on both sets of rationale and the agreed mark, in writing, to the moderator and/or Chief Examiner who will collate all marks for presentation to the Qualifications Board. If agreement cannot be reached regarding the mark the Chief Examiner will review the rationale presented by each Examiner for their judgement, and will decide the outcome of the examination, reviewing the work if necessary.

7.3.2 Viva Voce (Oral) Assessment

Not all qualifications require candidates to undertake *Viva Voce* assessments but, where these are required, they will be conducted by two appropriately qualified Assessors and overseen by the Chief Assessor and appointed moderators. During *Viva Voce* assessments candidates must follow the instructions of the Assessors and must act according to the general expectations of conduct outlined in Section 5.

The specific requirements of *Viva Voce* assessments differ across the qualifications (full details are provided in *Candidate Handbooks*) but the following are common to all:

- i. candidates may be asked to clarify any aspect of the work under consideration;
- ii. candidates may also be asked to justify any of the professional decisions taken with respect to the work they have presented (e.g. those concerning the selection of an intervention, a research method or a statistical test);
- iii. the *Viva Voce* will be recorded.

Part of the reason *Viva Voce* assessments are held is to confirm that the candidate, and no other individual, is the author of the work to which it relates. Candidates are, therefore, expected to be able to demonstrate a detailed knowledge of this work.

Following the *Viva Voce* the Assessors will discuss the candidate's performance and agree an outcome. One Assessor will confirm the agreed result with the Chief Assessor, together with a rationale for their decision. If agreement cannot be reached between the Assessors regarding the outcome of the assessment, the Chief Assessor will pass judgement taking into account the views of both Assessors.

7.4 Other Assessment Information

The specific assessment tasks to be submitted for particular qualifications are outlined, together with their requirements, in the *Candidate Handbooks*. The general regulations relating to all assessment tasks other than examinations are as follows:

Candidates in this position will have to wait until the next available opportunity to be assessed. In some cases this may be up to 12 months later.

- i. All materials submitted for assessment or examination become the property of the Society. The Society will retain work in secure facilities for as long as it deems necessary for the purposes of its qualifications. As a general rule work will not normally be retained for longer than five years from the date of submission. In most circumstances work cannot be returned to candidates who should retain their own copies. For some qualifications, logbooks are returned to candidates and this is

- specified in the relevant qualifications Candidate Handbook. In these cases candidates are still advised to retain their own copy in case of accidental loss or damage in transit.
- ii. The first incomplete submission for a particular piece of work is regarded as a non-submission with fee forfeited, with subsequent incomplete submissions for that same piece of work being classed as a fail.
 - iii. With the exception of logbooks submitted on Society pro-forma, exam scripts and similar portfolios, all written work submitted for assessment must be typed, double-spaced and paginated. *Candidate Handbooks* give specific requirements.
 - iv. All materials submitted for assessment/examination, including taped sessions, must be submitted in the English language unless other relevant legislation applies (see Section 3.4 regarding the level of proficiency in English which is required).
 - v. All materials submitted for assessment/examination, including taped sessions, must be submitted in the English language unless other relevant legislation applies (see Section 3.4 regarding the level of proficiency in English which is required).
 - vi. References must be presented in accordance with the *Publication Manual of the American Psychological Association*.
 - vii. Candidates **must** submit one complete electronic copy of their submission, along with the number of hard copies required by the *Candidate Handbook*. The electronic copy should include scanned copies of formal documents where these are required as part of an assessment task.
 - viii. Where the submission of one or more formal documents (e.g. letters, signed forms) is required as part of an assessment task, the original should be included along with a photocopy for each required copy of the submission. Any qualification specific requirements can be found in the *Candidate Handbook*.
 - ix. All work must be submitted by the published deadline unless a formal extension has previously been applied for, and approved, on the grounds of extenuating circumstance (see Section 7.8 for more information regarding extensions).
 - x. All work posted to the Society for assessment **must** be sent by trackable postage methods (e.g. Recorded or Special Delivery). If work is sent by a non-trackable method of delivery and is not received at the Society by the appropriate deadline, then the candidate forfeits that assessment and any fees paid for the assessment.
 - xi. Candidates are advised, wherever possible, to post their submission using a trackable service. Candidates are discouraged from delivering their work by hand as it cannot be guaranteed that a Qualifications Officer will be available at all times to receive a submission. Where a candidate has no alternative but to deliver their submission in person to the Society's Leicester Office they must agree a time and date with the Qualifications Officer in advance.

IMPORTANT NOTE

- (a) Under **no** circumstances will the Qualifications Office make copies of work on a candidate's behalf.
- (b) Under no circumstances will the Qualifications Office amend any submission after it has been received for assessment.
- (c) Work exceeding the relevant word limit **will be returned** to the candidate without having been assessed.
- (d) The Society takes no responsibility for work which is lost or delayed in the post. Therefore, candidates should keep copies of all work submitted.

All work submitted for assessment will be judged independently by two appropriately qualified Assessors appointed by the relevant Qualifications Board. The Assessors will agree the outcome of the assessment and any feedback to be provided. One Assessor will confirm the agreed result to the Chief Assessor. Where agreement cannot be reached, the Chief Assessor will be asked to pass judgement on the work taking into account rationales provided by the Assessors for their evaluations. In some cases the Chief Assessor may delegate this function to a Lead Assessor or Moderator.

7.5 Word Limits

Word limits for specific Qualifications can be found in the relevant *Candidate Handbook*. These word limits are absolute and submissions over the word limit will be returned unmarked.

The word limits are exclusive of titles, references and appendices. However citations are within the text of the submission and should, therefore, be included within the word count. Tables and diagrams are also included in the word count.

It is important to ensure that the submission can be read without constant reference to the appendices.

The word count should be included on the cover of the submission.

7.6 Guidance on Handwriting

Whilst the Assessors and/or Examiners will make every effort to read the handwriting of candidates, it is a candidate's responsibility to ensure that their handwriting is clear and legible. If a script is illegible the examiners may deem that it has failed. There is no facility for the re-typing of a candidate's work or submission, whether in the written papers in an examination or the evidence for assessment. Access to a computer or other equipment during an examination cannot normally be provided unless this is requested on grounds covered by the Disability Discrimination Act (see Section 7.2 for further details).

7.7 Marking Conventions

The following marking conventions are in operation across all the Society's postgraduate qualifications:

- i. All written examinations are graded according to a percentage marking system, with a pass mark of 50 per cent;
- ii. All other assessment tasks are graded according to the following categories:
 - **pass or competence demonstrated;**
 - **conditional pass or minor corrections required** – for work which in all respects meets the criteria for a pass except that it contains minor clerical errors or referencing errors which require correction;
 - **fail or competence not yet demonstrated.**

Where work is awarded a 'conditional pass', two copies of the corrected work must be submitted within one month of the date on the letter notifying the candidate of the outcome of the submission. The original work will not be returned to the candidate; the candidate should make the necessary corrections on their own copy of the work.

A mark of conditional pass can be changed to fail/competence not yet demonstrated in the following circumstances:

- If a candidate fails to complete the required corrections (i.e. the re-submission still contains unacceptable presentational errors, spelling/grammar errors, formatting problems or omissions, inaccuracies in references or breaches in confidentiality).
- If a candidate makes amendments which are more substantial than the minor changes required where this changes the emphasis of the submission or raises queries as to the candidate's competence.

Further details concerning failure, re-sits and re-submissions are provided in Section 7.10.

7.8 Extenuating Circumstances

7.8.1 Applying for extenuating circumstances to be taken into account

Occasionally candidates may experience an illness or life event which affects their examination or assessment performance. Although the range of circumstances which might be classed as extenuating is quite broad they essentially fall into two types, described in 7.8.2 and 7.8.3.

Candidates who experience an illness, bereavement or other circumstance which:

- i. affects their preparation for an examination or other assessment task;
- ii. makes it impossible for them to submit work by a deadline;
- iii. results in their being unable to attend an examination; and/or
- iv. negatively affects their performance in an examination and/or other assessment task(s) should:
 - a. inform both their Co-ordinating Supervisor and the Registrar of the relevant Qualifications Board of their situation, in writing, before the Qualifications Board is due to meet to agree the results of the examination or assessment concerned;
 - b. include with their letter, a supporting letter from their Co-ordinating Supervisor, or submit as soon as possible afterwards (ideally within two months), appropriate supporting documentation (e.g. a medical certificate).

In reaching a decision regarding any action(s) to be taken with respect to extenuating circumstances, the Qualifications Board will take into account the case presented by the candidate and the actual/potential impact of the circumstance(s) detailed on the candidate's performance.

7.7.2 Extenuating circumstances which affect candidates' preparation for assessment

Sometimes a candidate may experience an illness or life event which affects their ability to prepare for an examination or other assessment task. Such an event might affect the candidate's learning process or mean that they were unable to engage in some of the development activities through which they would have developed their knowledge and skills.

In such circumstances the Qualifications Board will be concerned that the candidate should have the opportunity to develop the appropriate knowledge and skills. The candidate must, therefore, pass all assessments before being awarded the qualification. However, if the Qualifications Board determines that the extenuating circumstances have affected the candidate's development of competence, or their preparation for assessment, then the Board may recommend one or more of the following:

- i. that an extension of time be granted for the submission of a piece of work;
- ii. that the fail mark be removed from the candidate's record and allow the candidate to sit the examination at the next round of the assessment process;
- iii. that the candidate be permitted to re-submit, without penalty, work contributing to one or more assessment tasks initially judged to have failed;
- iv. that the candidate be allowed to re-sit, without penalty, one or more examinations initially judged to have been failed.

If the case presented by the candidate is not accepted, then the original outcome of a failed assessment shall stand and any examination missed or other assessment task not submitted by the required deadline for that assessment session shall be judged to have failed.

7.8.3 Extenuating circumstances which affect a candidate during the assessment

Sometimes a candidate may experience an illness or other life event on the day of the examination which may affect their performance during the examination, so that the candidate is unable to demonstrate the knowledge and/or skill which they have nonetheless developed.

In the case of a written examination the candidate should advise the invigilator at the examination centre and ask them to make a note of the extenuating circumstances to pass to the Qualifications Officer.

In the case of a *Viva Voce* examination the candidate should advise the Qualifications Officer and/or the assessors at the examination centre.

The candidate must also write to the Registrar as soon as possible after the examination, and *before* the date at which the Qualifications Board meets to agree the result, to advise him/her of the circumstances and request that the Qualifications Board takes them into account.

In cases where the candidate experiences an illness or life event on the day of an examination but, nonetheless, sits the examination the Qualifications Board will consider whether the extenuating circumstances have affected the performance of the candidate during the assessment. If the Qualifications Board determines that the candidate's performance has been affected, but is satisfied that the candidate has developed the appropriate knowledge and skills, the Qualifications Board has the discretion to mitigate a marginal fail.

In cases where a candidate experiences an illness or life event on the day of, or in the few days immediately before, the examination and, as a result,

- (a) is unable to sit the examination; or
- (b) sits the examination but fails to satisfy the examiners;

then the Board may recommend one or more of the following:

- i. that the candidate be permitted to re-submit, without penalty, work contributing to one or more assessment tasks initially judged to have failed; or
- ii. that the candidate be allowed to re-sit, without penalty, one or more examinations initially judged to have been failed.

If the case presented by the candidate is not accepted, then the original outcome of a failed assessment shall stand and any examination missed or other assessment task not submitted by the required deadline for that assessment session shall be judged to have failed.

7.8.4 Trivial cases

Where the Qualifications Board judges that the extenuating circumstances put forward by the candidate are trivial in nature then no allowance shall be made. By trivial circumstances we mean circumstances which, whilst irritating, are not illnesses or life events which would be expected to have a disproportionate effect on a candidate's ability to perform. Examples might include, but are not limited to, traffic noise or road works outside the examination centre, a hot day, a minor complaint or predictable condition for which the candidate is receiving established treatment or a candidate's late arrival for an examination which results from the candidate's own lack of planning.

7.9 Ratification and Notification of Results

All decisions regarding candidates' performance in examinations and other assessment tasks shall be presented to the relevant Qualifications Board for ratification. The Registrar will normally inform candidates of their results, in writing, within one month of the meeting of the Qualifications Board at which ratification took place. In some cases results will be ratified by one or more designated officers of the Board, who do so on authority delegated by the Qualifications Board. In these cases the Qualifications Board will not necessarily need to meet and the schedule for the communication of results to candidates will be found in the *Candidate Handbook*.

7.10 Failure, Re-sit and Re-submission

Where a candidate is judged to have failed any examination or assessment, they are normally entitled to **two** further attempts to pass (i.e. two re-sits of an examination or two re-submissions of another assessment task) subject to the payment of the relevant fee (details provided in *Candidate Handbooks* and on our website).

Any candidate who fails the third attempt at any examination or other assessment task shall be deemed to have failed the qualification for which they are enrolled and *no further enrolment will normally be allowed*.

In *exceptional* circumstances, a written request for re-enrolment may be submitted for consideration by the relevant Qualifications Board. This request must include a statement which includes the candidate's reflections about why the candidate feels that the Qualifications Board should recommend that their application to re-enrol be granted. This statement should also convey the candidate's understanding of the reasons for the previous failures and why the candidate feels s/he is now in a position to actively engage in their training.

Once the Qualifications Board has considered the request, the Chair of the Qualifications Board should discuss the request, and the Board's recommendation, with the Chair of the Qualifications Standards Committee. The Chair of the Qualifications Standards Committee may approve the recommendation of the Qualifications Board or may refer the matter for consideration at a full meeting of the Qualifications Standards Committee.

Following this consideration the candidate will be informed of the outcome.

Any candidate who has failed one of the Society's Postgraduate Qualifications by virtue of failing its underpinning knowledge base, but subsequently passes a Society-accredited Master's degree in the same area of applied psychology, will normally be permitted to re-enrol for the qualification in order to gain the remaining required competences (subject to meeting other eligibility criteria which may be in place for the relevant qualification).

7.11 Aegrotat awards

In order to be awarded the qualification for which you are enrolled, you must successfully complete the full range of assessment requirements as detailed in the relevant *Candidate Handbook*. There is no aegrotat award for candidates who are unable to complete the full range of assessment requirements.

7.12 Despatch of Certificates

Candidates who have successfully completed all the assessment requirements of the qualification for which they are enrolled will receive a certificate confirming the award of that qualification. Certificates will normally be despatched within four working weeks of the meeting of the Qualifications Board at which the qualification was awarded.

8. Length of Training

Candidates enrolled for an integrated qualification are normally required to be enrolled for a minimum of three years.

For candidates enrolled for a Stage 2 qualification the minimum period of enrolment is two years.

For candidates enrolled on the Qualification in Educational Psychology (Scotland) (Stage 2) the minimum period of enrolment is one year.

Candidates enrolled for the QiCN are normally required to be enrolled for a minimum of two years.

Minimum enrolment periods assume candidates are engaged full-time in supervised work which is contributing to their qualification, or its part-time equivalent. Full-time is defined as five days per week for 46 weeks of the year.

8.1 Exceptions to the Usual Period of Enrolment

8.1.1 Reduction of the minimum periods of enrolment

In cases where a candidate is granted Accreditation of Existing Competence for part(s) of the assessment requirements of a qualification then the minimum period of enrolment may be reduced appropriately, at the discretion of the relevant Qualifications Board or its Representative(s) (see Section 4.2.3). A reduction in the minimum enrolment period is not available for all Qualifications. The relevant *Candidate Handbooks* give details.

8.2 Termination of Enrolment

A candidate's enrolment will be terminated for any of the following reasons:

- A candidate ceases to be a Graduate Member of the Society.
- A candidate does not pay the Annual Maintenance Fee or Society subscription fees.
- A candidate chooses to withdraw from the qualification.
- A candidate has been removed as a result of sanctions imposed following a conduct investigation (Section 5).
- Subject to the provisions of these Regulations and the appropriate *Candidate Handbook*, the Qualifications Board may choose to terminate a candidate's enrolment for any reason.

Re-enrolment may be allowed at the discretion of the Qualifications Board. Re-enrolment will be subject to payment of the appropriate fees.

A candidate who re-enrols would not normally be allowed to include in their portfolio any work undertaken during the time that they were not enrolled.

9. Complaints and Appeals

9.1 Making a Complaint

9.1.1 Procedures for making complaints about a qualification

While the Society endeavours, at all times, to provide a high level of service to all the candidates enrolled for its qualifications and awards, we acknowledge that there may be instances where candidates may wish to lodge a complaint about some aspect of their training.

Complaints should be submitted in writing to the Society's Qualifications Manager (at the address provided on the inside front cover) and will normally receive a written response within one calendar month of their receipt. Where a candidate has also submitted an appeal against the decision of the Qualifications Board the complaint will not normally be considered until the outcome of the appeal is reported to the candidate. All complaints will be dealt with impartially and, wherever possible, in confidence. Candidates' training will not be in any way disadvantaged or penalised as a result of their having made a complaint.

In some instances a candidate or supervisor may wish to discuss an issue informally before deciding whether or not to submit a complaint in writing. In such instances the candidate or supervisor may contact the Qualifications Office for an informal discussion.

9.1.2 Procedure for grievances which occur during supervised practice

Candidates for Society postgraduate qualifications will normally be employed during their period of supervised practice. Candidates should have an employment contract, or in the case of unpaid placements an honorary contract, with the institution concerned. This contract should refer to the institutions grievance and disciplinary procedures and a copy of the procedures must be provided to the Registrar. Where possible this should be provided at enrolment and, subsequently, whenever supervised practice is arranged with a new employer or institution.

If the grievance or disciplinary procedure is followed by the employer in relation to either the candidate or the supervisor then the Registrar should be informed both that the procedure has been followed and of the outcome. Where appropriate Regulation 5.3 will be invoked.

In some cases the problem or issue which arises may fall outside of the institution's procedures. For example, the candidate or supervisor may be concerned that the other party is not fulfilling their side of the supervision contract or there may be issues which relate specifically to the qualification which are not considered by the employer to fall under its procedures.

As a general rule the supervisor and candidate should always seek to resolve any issue in the first instance. In cases which do not include the Co-ordinating Supervisor either party may approach this person to facilitate such discussions. The Co-ordinating Supervisor may seek the advice of the Registrar if they feel this is appropriate.

If the problem cannot be resolved informally, and the institution's own procedures do not apply, then the following procedure can be invoked.

- i. Where the grievance does not involve the Co-ordinating Supervisor, the candidate and/or the supervisor should raise the issue with the Co-ordinating Supervisor and advise them that either the problem has not been resolved informally or that the problem is so serious as to preclude an informal resolution. If the Co-ordinating Supervisor is involved in the grievance then step (i) should be omitted.
- ii. The Co-ordinating Supervisor should inform the Registrar that the issue has been raised (if the CS is raising the issue then step (i) will be omitted). When doing so they should provide information about the nature of the problem and any action or discussions which may have already been taken in order to attempt an informal resolution. The CS should also provide

an explanation about why the problem is not being dealt with by the employing institution's own grievance and/or disciplinary procedures.

- iii. If the issue pertains to the Co-ordinating Supervisor then the supervisor or candidate may raise this directly with the Registrar.
- iv. The Registrar will discuss the issue with the Chair of the Board and together they will decide whether
 - a. In the case of a matter related to the conduct of the candidate whether Regulation 5.3 should be invoked. In such a case the provisions of that Regulation will apply to the remainder of the case.
 - b. In the case of a matter related to the conduct of the supervisor, whether or not the matter should be reported to any regulator or professional body.
 - c. In any case whether there should be a change of supervisor or Co-ordinating Supervisor.
 - d. Whether or not the placement remains suitable in meeting qualification requirements and, as a consequence, whether any changes to the plan of training are required.
- v. In all cases the Registrar and Chair of the Board may seek any information they need in order to inform their decision from any of the parties involved (which may include the institution in which the placement is taking place) before reaching a decision. They will attempt to reach a decision and inform the parties involved within six weeks of being informed of the issue by the CS. Where this is not possible (for example, because requests for further information have not been responded to in a timely manner) the parties involved will be kept informed about any delays and, where possible, a likely date of resolution.

9.2 Appeals Procedure

The MSB has an appeals process for administering appeals against the Society. The appeals process is designed to be equitable and transparent and has been developed to enable the processing of appeals against decisions of the Qualifications Board.

Appeals against a decision of the Qualifications Board must be made within two calendar months of the date of the letter from the Registrar communicating the decision or they will not be considered.

The Appeals Procedure is available on the Society's website. For more information on how to appeal and the appeals procedure please contact the Appeals Manager, at the Society's Leicester Office on 0116 254 9568. Alternatively please e-mail enquiry@bps.org.uk with 'For the attention of the Appeals Manager' as the subject.

Glossary

Graduate Basis for Chartered Membership (GBC)

The minimum threshold for entry to Society-accredited postgraduate training in applied psychology and the Society's Postgraduate Qualifications.

Chartered Membership

Full recognition by the Society of an individual's competence as a professional practitioner of Psychology.

Divisions of the Society

The Society currently has 10 Divisions which cater for the professional interests of members. These are:

- Division of Clinical Psychology (DCP)
- Division of Counselling Psychology (DCoP)
- Division of Forensic Psychology (DFP)
- Division of Educational and Child Psychology (DECP)
- Scottish Division of Educational Psychology (SDEP)
- Division of Health Psychology (DHP)
- Division of Occupational Psychology (DOP)
- Division of Neuropsychology (DoN)
- Division of Sport and Exercise Psychology (DSEP)
- Division of Teaching and Research in Psychology (DTRP)

Independent Candidate

A candidate for one of the Society's own postgraduate qualifications.

Membership Standards Board (MSB)

The Board with responsibility for setting policy and standards in relation to the Society's work regarding member conduct, postgraduate professional training in psychology and continuing professional development.

Qualifications Standards Committee (QSC)

The Committee which acts on delegated authority from MSB to consider matters of policy and implementation regarding the Society's Postgraduate Qualifications.

Registration as a Practitioner Psychologist

Registration with the Health and Care Professions Council in the UK (from 1 July 2009). Required to entitle the psychologist to use the relevant professional title from the list of those protected by law (see www.hcpc-uk.org for further information).

The British Psychological Society

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