



**The British
Psychological Society**

Awards & Qualifications

Counselling Psychology Qualifications Board

Qualification in Counselling Psychology

Handy reference guide to QCoP documentation

Introduction

This handy guide has been produced to help you navigate the documentation that you will require as you work through your QCoP process. It is organised in sequential sections as follows:

- Pre-enrolment documentation
- Post enrolment documentation
- Assessment documentation

Each section itemizes the links for the documentation required and clicking on the links will take you to the relevant place in the web page. Please note however that all documentation needed by candidates and Co-ordinating Supervisors is kept updated and available on the QCoP website and the most recent versions of documents should always be downloaded and used. In addition detailed material regarding use of the documents is also available on this site. The quick link for the QCoP website is as follows:

www.bps.org.uk/qcop

In addition, there is a [QCoP timetable](#) for candidates which provides an overview of the dates and deadlines.

Section 1: Pre-enrolment documentation

Potential QCoP candidates will need to locate a Co-ordinating Supervisor (CS) with whom they can work. Details of potential CSs can be found on the [Register of Applied Psychology Practice Supervisors](#).

When you and your CS have agreed to work together you should submit the [Notification of Intention to Enrol form](#).

This will generate approval of your Co-ordinating Supervisor and also mean that you will both be eligible to receive the bi-monthly update emails from the Registrar. Back copies of these, under the heading of 'Updates from the Registrar', are available to both current and prospective [candidates](#) and [supervisors](#).

At this point you and your CS should complete a written [contract](#), a copy of which should be included with your enrolment file when this is sent to the office. A sample contract is available on the QCoP webpage, or you can create your own.

With these initial documentary tasks completed the next stage for you and your CS is working towards completion of the enrolment file.

The first document that you and your CS should read is the [Enrolment Guidelines](#).

There are a number of documents that need to be submitted as part of the enrolment process, as well as some supplementary documentation e.g. a health reference and a copy of a current enhanced check from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau), Disclosure Scotland or Access Northern Ireland. The major forms to be completed are:

1. The [Enrolment form](#) – for basic information needed. This form also provides a complete checklist of the items required for the enrolment file.
2. The [Unit Mapping and AEC document](#) – for seeking accreditation of existing competence.
3. The [Plan of Training Form](#) – to detail training planned for the period of enrolment.
4. The [Placement Approval Pack](#) – this details information about your first placement.
5. The [Placement Induction Checklist](#) – this may be completed here or if the candidate is not yet in placement as soon as they begin.
6. The [Quarterly Review Form](#) (QRF) – this will detail the candidate's goals for the first three months of their enrolment.
7. [Equal Opportunities Form](#)
8. [Health Reference Form](#)

Once you have received a final enrolment letter you will have a clear picture of your enrolment position and all outstanding work required during the period of enrolment on QCoP.

At this point you will be formally enrolled on QCoP and we look forward to working with you. The next section details the documentation that you will now be involved in during your period of enrolment.

Section 2: Post enrolment documentation

Now you are enrolled the following documents are ones that you will need to complete at varying intervals. These intervals are stated below.

[Quarterly Review Forms](#) are to be submitted by 1 January, 1 April, 1 July and 1 October throughout your enrolment. An [example of a satisfactorily completed QRF](#) is available for you to use as a guide.

The annual [Plan of Training Update Form](#) is submitted by 1 July annually. There are additional documents which should be submitted with this form e.g. practice report forms and a [checklist](#) for the required documentation is available as a guide.

A [Placement Approval Pack](#) must be submitted whenever you plan to begin a new placement.

A [placement induction checklist](#) needs to be submitted with your next QRF following the start of your new placement.

Through your enrolment you will need to obtain practice reports from your supervisors (for the PoT update process and for the assessment process), and [ongoing](#) and [final](#) report forms are available for this purpose.

In conjunction with the reports you will need to submit [practice logs](#) for DEU3 assessment.

DEU4 (personal therapy) requires submission of a signature from your approved therapist on the [appropriate form](#).

Section 3: Assessment related documentation

This section of the file contains links to the documents you will require for the QCoP assessment process. There is considerable guidance in the [Candidate Handbook](#) regarding assessment and in all cases you should refer to this and the [Society's Regulations for Postgraduate Qualifications](#).

Additionally, all the marking criteria are available on the website in the form of the feedback sheets that the candidate receives from the assessors following the marking of the work. There is a feedback sheet for each unit and copies of these are available under the heading 'Feedback sheets for assessment units' on the [QCoP webpage](#).

The [assessment schedule](#) is also available online. The schedule for 2012-13 is the most current timetable available at present and so please check the web site for details of each year's specific dates.

As you will see from the above registration for assessment occurs in November annually and you will need to submit the [Assessment Registration Form](#) to indicate your intention to submit pieces of work for assessment.

Submission of the work itself happens in December and there are individual checklists for each unit to help you ensure you have sent in all the items required for that unit. These are itemised on the [QCoP webpage](#).

You will note that both hard copies and an electronic copy are required. Hard copies must be submitted by a signed for service to the Society's Leicester office, and electronic copies must be submitted via the [online dropbox](#).

For DEU3 you will need to submit the appropriate [ongoing](#) and [final](#) practice reports.

In conjunction with the reports you will need to submit [practice logs](#) for DEU3 assessment.

DEU4 (personal therapy) assessment requires submission of a signature from your approved therapist on the [appropriate form](#).

If you are submitting AU3, the process report embedded in a case study, please note that there is a [house style for the process report element](#) which should be followed.

You may choose in which year of your enrolment you wish to sit the written exam paper which is held at Leicester annually in January. It is advised that you and your CS work through past papers together. Past papers can be found under the heading 'Written examination AU7' on the [QCoP webpage](#).

Final important note

This document is intended to be a **handy reference guide only** to QCoP documents that you will need at each stage of your QCoP journey and is not intended to replace the full documentation, explanations and guidance that can be found at the QCoP website. Some items e.g. the glossary of terms, fees schedules, study guides, supervisors pages, amongst others, have not been included, as the intention has been not simply to replicate the web pages but rather, in response to feedback, to provide a quick guide to them in chronological sequence of likely requirement. If you are in doubt about a QCoP process, Registrar clinics are held monthly and you can contact the Qualifications Office at the Leicester office to arrange a telephone meeting with the Registrar at one of these to discuss the issue.
