

## **ACC Accreditation - Frequently Asked Questions**

### **How do I access the accreditation system?**

### **What do I need to become accredited for the first time?**

The detailed criteria for accreditation at all levels are available on the ACC web site or in hard copy from the ACC office. At all levels there is a specified amount of training and supervised practice required, a case study, references and the need to produce specific logs as evidence. See the accreditation menu item in the public area of the web site.

### **What do I do when I am ready to apply?**

The current set of application forms for accreditation are available on the ACC web site or can be requested via the ACC office. It is important to read them and the additional documentation carefully before filling them out.

### **Is there a time limit set for accumulating the material for my accreditation portfolio?**

No...& Yes!. There is no time limit for the training and supervised practice hours; however the case study must be from the last year of practice and references must be current.

### **Does accreditation with another professional body count towards accreditation with ACC?**

ACC accepts elements of accreditation from BACP, COSCA and UKCP. This is called our "Joint Accreditation" route. There are three basic requirements for entry via this method,

- a copy of the accreditation certificate already held
- a church leader's reference
- if the training is not ACC recognised, a 2000/3000 words essay entitled 'How my faith informs my practice'

We are continuing to assess other organisations' accreditation systems. Please let us know if there are any that you would like us to assess.

### **Where can I get a copy of ACC's Code of Ethics?**

This is available on the ACC web site or in hard copy from Head Office. [Link](#)  
Including the statement notified by the Board January 2014. [Link](#)

### **Do I need to be a member of ACC to apply for accreditation?**

Yes. Membership must be current when you apply and subsequently maintained.

### **How long does accreditation last?**

New accreditations last until your membership renewal date.

### **I have had my accreditation forms for some time, can I still use them?**

Forms have changed. So for a new accreditation download from the website or call the office to have one sent. For a reaccreditation, we will send you the form or the link to the website in November each year.

### **Can I send my membership and accreditation applications at the same time?**

Yes. Remember you must be a current ACC member to be accredited

### **Do I have to be a member for a certain period of time before I can apply for accreditation?**

No.

### **Once I am a member does that mean I am also accredited?**

No. Accreditation is a separate process.

### **Do I have to be a member whilst working towards accreditation?**

No.

### **How long before I can apply for accreditation?**

There is no time limit but you will need to have accumulated ACC's specified amounts of training and supervised practice.

### **Do I have to be in practice at the time of my application?**

Yes. You will need to be able to provide examples from the last year of practice.

### **Do you accept supervised private practice, agency work and voluntary work?**

Yes.

### **I have just returned to practice after a break – can I apply?**

Yes but we would expect you to have been with your supervisor for at least 6 months and be able to produce a case study from the last year of practice.

### **Can I use distance learning courses?**

ACC does accept some distance learning courses but in order to gain accreditation there must be some face to face skills experiences in the training portfolio. This will be dealt with on a case by case basis.

## **Should my main training course include a placement?**

Yes. Most recognised face to face diploma courses include an assessed placement as an important part of a counsellor's development.

## **Process of accreditation**

### **Qualifications & Records**

#### **What records should I keep?**

Counselling practice and supervision logs – templates and samples of which are available from the Accreditation Folder in the Members Library – and relevant training certificates.

#### **Does finishing my diploma automatically give me accreditation?**

No. Achieving a diploma is part of the way to accreditation. Experience needs to be accumulated and if the training course is not ACC recognised then an essay will also be required.

## **Accreditation certification**

#### **How do I prove that I have done the training?**

ACC asks for photocopies of all relevant certificates and we reserve the right to contact training providers for confirmation that the training has been undertaken. Evidence is needed for your initial accreditation.

#### **I did a course but do not have a certificate?**

You will need to obtain the appropriate certificate(s) from your training provider.

#### **How do I know whether my training was ACC recognised?**

The training provider should be able to answer this question but if there is any doubt information is available via the ACC office.

#### **Can I apply using a course that is not ACC recognised?**

Yes, but it will need to be approved by a recognised UK educational establishment. If this is so, the applicant will need to submit a 2000 word essay entitled 'How my faith informs my practice' in addition to the normal criteria.

#### **Can I use qualifications from overseas?**

Potentially yes. Each training portfolio will be assessed individually. Initially a transcript of the course content would be required and should be sent to the Director of Counselling, who will give an early indication of comparative educational value.

### **How do I prove my practice hours?**

ACC needs to see counselling logs for the last year and a signed summary sheet for the rest of the hours. The summary should be signed by the appropriate supervisor or agency Director.

### **Can I use practice from before I finished my main training course?**

Yes, provided it was supervised.

### **Can there be breaks in my practice?**

Yes, however a letter explaining any break(s) would be required.

### **Working methods**

#### **Can I use counselling via technology for practice hours?**

Yes and you can also view our policy on Counselling with Technology published September 2012.

#### **Can I count co-counselling?**

Yes, as long as there is an understanding that both counsellors are equal in the sessions or you are the lead counsellor.

#### **Can I count group work?**

Yes, if you are the facilitator but ACC would like to see a balance of 1 to 1 work in an applicant's portfolio.

### **Supervision**

#### **How much supervision do I require?**

This will be in proportion to the level of counselling that you do. You can check this out from [ACC Supervision Guidelines](#)

#### **Can I count peer or group supervision?**

A group of 1 lead supervisor to 2 supervisees (1-2), each practitioner can claim and log the whole time i.e. if the session is 1 ½ hr each person can claim and log 1 ½ hr.

A group of 1 lead supervisor with 4 supervisee or less (1-4 >), each practitioners can claim up to half of the time e.g. if the session is 2 hours each individual can claim and log 1 hr.

A group of 1 lead supervisor to 5 supervisees or more (1-5<), each practitioner can only claim and log the total time divided by the number in the group e.g. if the

session is 2.5 hrs (=150 minutes) and there are 5 supervisees, each person can only claim and log 30 minutes.

**Peer supervision** should take place amongst practitioners who have accrued a minimum of 650 hours of Supervised Counselling Practice. The ratio of peer group members to hours described above also applies to this supervision arrangement.

**Can I add different types of supervision together to meet the monthly requirements?**

Yes.

**Is supervision using technology accepted?**

Yes. Please refer to Supervision Guidelines section 1.9

**Is there a required ratio of supervision to practice hours?**

Yes, practitioners are asked to see supervision guidelines which should not fall below the prescribed minimum. This can be found in our Supervision Guidelines section 3.

**Case study issues**

**What is the case study there to test?**

You, the counsellor's methods of practice and what counselling tools you used. It is not about the client.

**How old can my case study material be?**

A case study submission must be taken from the last year of practice.

**What about confidentiality?**

All case study material should be kept anonymous but we do not need you to obtain written permission from the client.

**What format should my case study be in?**

The format for a case study submission is included in the accreditation application forms which are available on the website. The suggested word counts can be in prose or bullet points as long as assessors can make sense of the submission.

**Do I have to use a completed case?**

No, but applicants should cover all elements mentioned in the case study format.

**Can I use a case study I have written for something else?**

Yes, as long as it adequately covers the elements mentioned in the case study format.

### **Do the assessors understand my model?**

Yes, the assessors are all experienced and have a wide understanding of many modalities. If a case should arise where the model is not known then ACC will source a competent, modality-specific individual to help with the assessment.

### **Is the word count fixed?**

The guideline is there because the assessors believe that an adequate case can be presented using the numbers outlined. If the case study is too long, too short or does not reach the required standard, the Accreditation Committee reserve the right to ask for a re-submission.

### **Appeals process**

#### **Is there an appeals process?**

Yes. In the first instance to the Director of Counselling who will review your application, take appropriate professional advice and then refer it back to the Committee. If you are not satisfied with the outcome, an appeal can be made to the Board via the Chair.

### **Miscellaneous**

#### **Does work with children count towards my accreditation?**

For supervised practice hours ACC does not specify that work should be done with adults. Our preference is that there is a balance of both. Ethically, you should be appropriately trained, competent and/or properly supported in whichever field you work.

#### **If accredited, will my name appear on any directories etc?**

If you are successful, your name will appear in the next issue of Accord and you will be asked whether you want to be listed on the 'Find a counsellor' part of the ACC web site.

#### **What happens to my application after it has been assessed?**

The bulk of the file is shredded and only salient summary sheets are retained for future reference.

#### **Do you run accreditation workshops?**

Workshops are available free of charge on request via the UK Network representatives. There is also a workshop offered at the ACC National conference.