

The British  
Psychological Society  
Promoting excellence in psychology

# Regulations for the Society's Postgraduate Qualifications

2018



The British  
Psychological Society  
Qualifications

[www.bps.org.uk/qualifications](http://www.bps.org.uk/qualifications)

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# 1 Welcome and introduction

Welcome to the British Psychological Society. The Society was founded in 1901 and incorporated by the Royal Charter in 1965. The Society is the representative body for psychology and psychologists in the UK and 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 strive to:

- be the learned society and professional body for the discipline;
- make psychology accessible for all;
- promote and advance the discipline;
- be the authoritative and public voice of psychology; and
- determine and ensure the highest standards in all we do.

As part of its mission, the Society offers a range of postgraduate qualifications which provide trainee psychologists with the opportunity to undertake high quality training in an independent and flexible way.

## 2 The Society's postgraduate qualifications

### 2.1 Academic level

Although the Society does not currently confer doctoral degrees, the level of its qualifications is congruent with the Quality Assurance Agency's descriptors for Doctoral (D) level qualifications and with the Level 12 descriptors within the Scottish Credit and Qualifications Framework, and candidates on Society qualifications are assessed against doctoral level standards.

### 2.2 Professional recognition

The Society's postgraduate qualifications are professional body awards which represent levels of competence required for eligibility to become a Chartered Member of the Society and a Full Member of one of the Divisions of the Society.

Holders of those Society's qualifications which are approved by the Health and Care Professions Council (HCPC) are also eligible to apply for registration with the HCPC. It is a legal requirement for those wishing to practise in the UK using a title protected by the Health and Professions Order 2001 to be on the HCPC's register.

### 2.3 Structure of the qualification

The Society's qualifications are designed to enable candidates to develop and demonstrate the competencies required for the safe, effective and autonomous practice of the relevant domain of applied psychology. Their structure and content have been developed with strict adherence to the HCPC's Standards of Proficiency for Practitioner Psychologists and the Standards of Education and Training and in accordance with the Society's Standards for the accreditation of Doctoral programmes in applied psychology.

Full details of individual qualifications can be found in the relevant Candidate Handbooks.

## 2.4 Resources and support for candidates

As members of the Society, candidates have access to PsychSource, which is a searchable gateway to the Society's 11 journals and books programme, as well as 32 other key psychology journals, together with multimedia resources. PsychSource also provides access to EBSCO Discovery Service and links to a multitude of other Society resources supporting research, teaching and practice.

As Graduate or Chartered members of the Society, candidates may also become reference readers at the British Psychological Society Library, located at the Senate House Library, University of London, for no charge upon presentation of the membership card.

Candidates enrolled on the Society's qualifications are taking an independent route to training as applied psychologists and will, therefore, not receive any formal tuition or access to lectures as part of their enrolment. However, each candidate is supported by the Chief Supervisor/Registrar who oversees their progress on the qualification and by a dedicated member of the Qualifications Team.

While a range of resources are available to candidates, it is the candidate's responsibility to ensure that they take full advantage of those resources and that they have access to any additional resources that they may need in order to gain the required competencies, including appropriate IT facilities.

## 2.5 Supervision

Candidates enrolled on the Society's qualification are required to engage the services of one or more appropriately qualified psychologists who will support them through their training.

### 2.5.1 Co-ordinating Supervisor

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 of psychology. Additionally, the Co-ordinating Supervisor must have completed a mandatory supervisor training and be included on the Society's Register of Applied Psychology Practice Supervisors (RAPPS) before they can be approved to supervise the training of our candidates.

The Co-ordinating Supervisor is responsible for overseeing a candidate's training and progress towards successfully completing the qualification in a timely fashion. Therefore, it is essential that candidates choose a supervisor who will be able to dedicate the time and energy needed to support them and to oversee both their practice and assessments for the duration of the training.

The agreement between a candidate and their Co-ordinating Supervisor is a private one and neither its terms nor the rate of fees paid by the candidate are regulated by the Society. The candidates are, therefore, advised to select their supervisors carefully and draft their supervision contracts in sufficient detail to ensure that they receive the support they need in order to gain all the required competencies. Candidates should agree supervision fees prior to entering into the supervision agreement (contract) and commencing the training.

The Society requires that copies of the formal contracts drawn up between candidates and their Co-ordinating Supervisor and any additional supervisors, if applicable, are submitted to the Qualifications Office with the enrolment form. Additionally, Co-ordinating Supervisors are required to complete an annual role review activity and submit the relevant documentation to the Chief Supervisor via the Qualifications Team by set deadlines.

The candidates are expected to hold regular meetings with their supervisors to discuss their training, challenges they are facing and the work they are producing towards the qualification.

Candidates must ensure that the majority of supervision meetings are face to face and, while communication platforms such as Skype may be used on occasion to support the process, they may not replace face-to-face meetings, which must take place at least twice a year, and ideally once every three months.

### **2.5.2 Additional Supervisors**

In addition to recruiting a Co-ordinating Supervisor, some candidates may choose to engage an additional supervisor (e.g. Workplace/Designated/Practice) to support them through specific aspects of their training. This person will be either a HCPC registered psychologist or have their professional conduct monitored by a regulator or recognised professional body (e.g. BACP, GMC, NMC) and must be approved by the Chief Supervisor as suitable for the role.

### **2.5.3 Supervision conflicts of interest**

Where an office holder of the Qualifications Board, such as the Chair, has been approached by a candidate to become their Co-ordinating Supervisor or additional supervisor, this will create a conflict of interest which may be difficult to address and which may cast doubt on the impartiality of those involved. Therefore, candidates are strongly advised to refrain from entering into supervision agreements with role holders. Candidates should also be mindful that Chief Supervisors/Registrars must not undertake any supervision responsibilities while in the role.

The Society acknowledges that conflicts of interest cannot always be avoided and, therefore, should a pool of prospective supervisors be so small that a candidate's only recourse is to approach a current role holder, the Society will endeavour to manage the conflict to the best of its ability. This includes the requirement that all Board Officers declare conflicts of interest as soon as they arise and that they take all necessary and appropriate steps to ensure that they are not involved in any assessment or regulatory issues involving candidates whom they supervise. This might include delegating some or all their authority to another appropriate Qualifications Board member in relation to decisions or discussions about those candidates.

Please note that the Qualifications Committee reserves the right to decline requests to supervise by Board Officers should it determine that other supervision options are available and ought to be explored first.

### **2.5.4 Change of supervisor**

Occasionally, a candidate may need to change their supervisor due to, for instance, a change of setting, extended period of illness or a breakdown in the supervision relationship. If this happens, the candidate must notify the Qualifications Team as soon as possible and submit the Change of Supervisor Request Form which will be passed on to the Registrar/Chief Supervisor for approval.

## **3 Eligibility to enrol**

### **3.1 General entry requirements**

Those wishing to enrol on one of the Society's postgraduate qualifications must possess, and maintain throughout their enrolment, Graduate Basis for Chartered Membership (GBC) and provide the following:

- Evidence of completing a relevant, Society-accredited Stage 1 qualification, except QCoP and QiCN where different criteria apply (please note that Plans of Training, including backdating, cannot precede the date on certificates or letters confirming successful completion);

- Evidence of completing DClin or DEd Psych (QiCN candidates only);
- BPS membership number;
- Copies of signed supervision contracts;
- An appropriate enhanced criminal check disclosure;
- A health reference or self-declaration (this HCPC requirement does not apply to QiCN candidates); and
- Any additional documents required for the qualification for which they are applying (please check the relevant Candidate Handbook for details).

### 3.2 Exclusion criteria

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 until such time as their registration has been reinstated.

Anyone who has been found to have breached the Society's *Code of Ethics and Conduct* or *Membership Conduct Rules* (available on the Society's website) may be refused permission to enrol on any of the Society's postgraduate qualifications.

Anyone who has previously failed, or has been removed from, a Society qualification, a Society-accredited qualification or a practitioner psychologist training programme may be refused permission to enrol on any of the Society's postgraduate qualifications.

If a candidate fails to disclose, at the time of their application to enrol, that they have failed or been removed from a practitioner psychologist training programme, the Qualifications Board may remove the candidate from the qualification. In such cases, a candidate will not be entitled to any fee refunds, and the matter may be referred to the Society's Standards and Inclusivity Officer for further consideration.

### 3.3 Proficiency in English

All assessments on Society qualifications will be conducted in the English language.

Candidates are expected to possess English language proficiency, both written and spoken, at a level equivalent to Level 8 of the International English Language Testing System (IELTS).

Candidates for whom English is not their first language must provide formal evidence of English language proficiency at the required level, such as an IELTS Level 8 certificate.

Even when evidence of proficiency in English at IELTS Level 8 has been supplied, the Qualifications Boards reserve the right to reject a submission where the candidate is unable to communicate ideas competently at the level required for the successful attainment of the qualification.

### 3.4 Criminal records check

All candidates must provide evidence of a current enhanced criminal records disclosure from either the Disclosure and Barring Service (DBS) or a Protecting Vulnerable Groups check from Disclosure Scotland or Access Northern Ireland. The enhanced disclosure must be for the most recent employment and dated no earlier than two years prior to enrolment.

Candidates can contact the relevant service directly or apply via the BPS's Membership Team (please contact the Membership Team for further information and applicable fee).

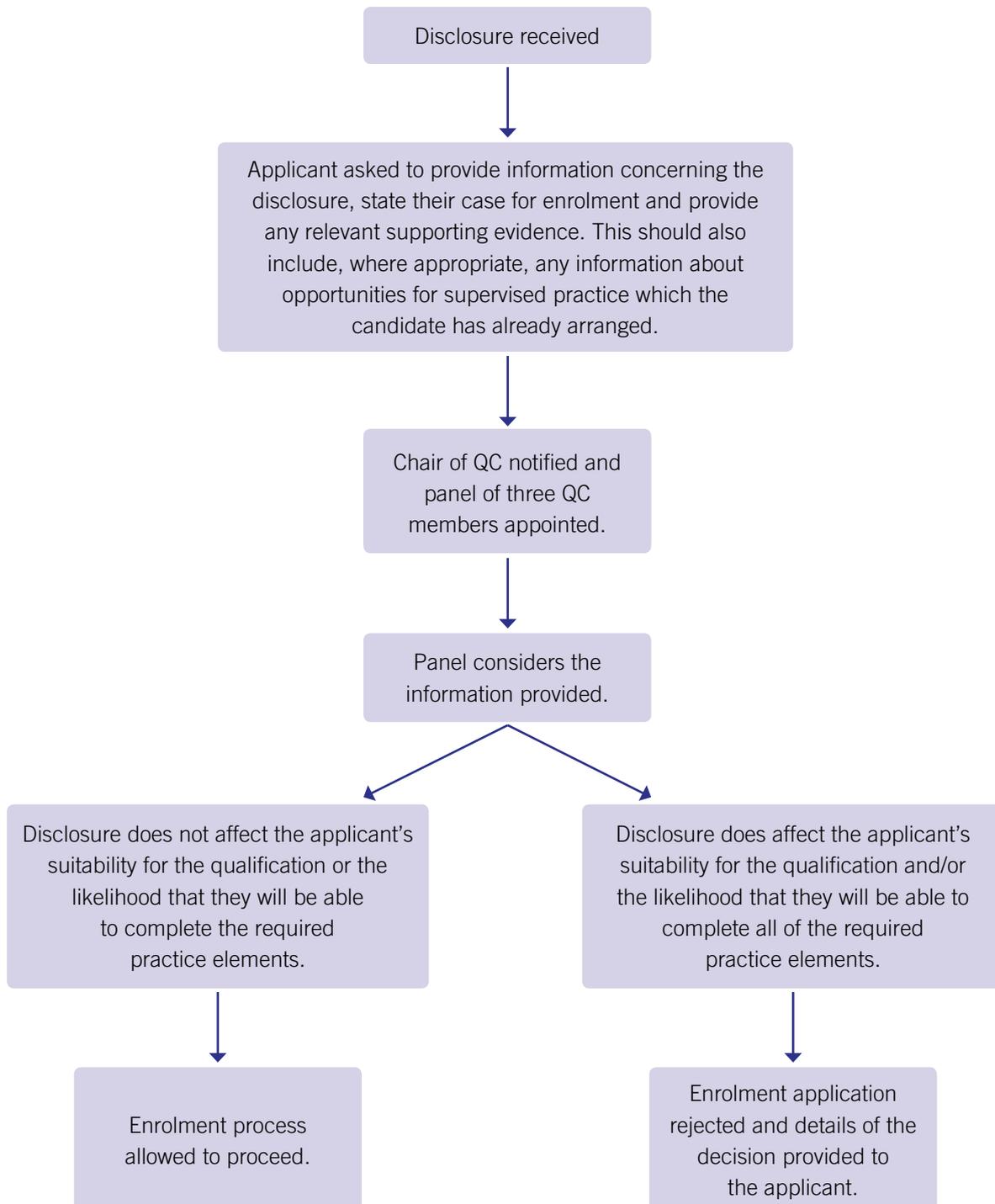
As part of the disclosure monitoring process, all candidates must complete an annual declaration form in which they confirm whether there have been changes to their status within the last 12 months. Should a disclosure be made, it will be reviewed following the process outlined in Section 3.4.1.

If a candidate applying to enrol resides abroad or has only recently moved to the UK, they will be required to obtain a criminal record check from their country of origin. The candidate must ensure that the check is at a level equivalent to the enhanced disclosure provided by the DBS. If an overseas disclosure is in a language other than English, a certified English translation must be provided.

Information about the relevant authorities for criminal records checks outside the UK can be found on the Home Office’s and British Council’s websites.

### 3.4.1 Consideration of disclosed information

Any disclosed information will be considered in line with the process outlined below.



### **3.5 Professional indemnity insurance**

All candidates must have appropriate indemnity insurance.

Candidates who are employed will typically be covered by their employer's indemnity insurance but must check with their employer whether their practice as trainees is also covered.

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

### **3.6 Health requirements**

Those wishing to enrol on the Society's qualifications are required to provide a health reference from a medical practitioner (dated no earlier than six months prior to enrolment) or a self-declaration to confirm that they are fit to practise as a trainee psychologist.

Enrolled candidates are required to provide an annual health declaration stating changes, if any, to their health and fitness to practise.

Where a candidate's health may adversely affect their ability to complete the qualification once enrolled, the candidate should contact the Qualifications Office at the earliest opportunity to discuss their medical status and whether they require for any reasonable adjustments to be made to the assessment process to facilitate the candidate's completing the qualification.

If a candidate develops a health condition that may affect their ability to complete the training during their enrolment, they must notify the Qualifications Office in order to discuss whether they are able to continue with their training, wish to interrupt their training for a period of time or require for any adjustments to be made to the assessment process.

For information about interrupting enrolment, please see Section 6.5 of these Regulations.

For information about requesting reasonable adjustments to the assessment process, please refer to Section 9.5 of these Regulations and the relevant Candidate Handbook.

## **4 Equal opportunities policy**

The Society is committed to promoting equality, diversity and inclusion and to challenging prejudice and discrimination. The Society operates an equal opportunities policy, which requires that no individual wishing to enrol on one of our qualifications or undertaking training with us be discriminated against on the grounds of age, disability, ethnic origin, gender, nationality, religion, sexual preference or any other characteristic not listed here, and that our procedures and practices are open and accessible to all that are eligible.

If a candidate requires for any reasonable adjustments to be made, they need to notify the Qualifications Team at enrolment, or as soon as the need for additional arrangements has been formally confirmed, to discuss and agree appropriate and reasonable adjustments to their assessment process.

In all instances, supporting evidence must be presented before any requests for adjustments can be considered.

If a candidate feels that they have been unfairly discriminated against at any stage of their enrolment, they can lodge a complaint with the Qualifications Manager who will investigate it in line with the policy for Complaints Against Society Qualifications (available on the Society's website and via the Qualifications Team).

## 5 Fees

For information about current fees, payment options, non-payment of fees, reductions and refunds, please see the Qualifications Fee Policy.

## 6 Enrolment procedures

### 6.1 Application process

Details of enrolment requirements and process can be found in the relevant Candidate Handbook.

### 6.2 Accreditation of existing competence (AEC)

In order for a Society's qualification to be awarded, candidates must demonstrate competence in relation to all of its requirements. If a candidate believes they have already demonstrated one or more of the required competencies (in full or in part) in their previous academic or experiential learning, they may be able to apply for Accreditation of Existing Competence (AEC), using the AEC Form available on the Society's website.

In the cases where AEC is permitted, the application for AEC must be submitted as part of the candidate's application to enrol. AEC applications submitted once enrolment has been approved and requests for review of previously assessed applications will not be considered.

Upon careful consideration of all evidence provided by the candidate, the Registrar/Chief Supervisor or their representative may agree for the candidate's existing competence to be used towards completing the Society's qualification but under no circumstances can prior experience and learning exceed 50 per cent of the required assessments. While considering the application, the Registrar or their representative may request additional information in support of the application.

For details of what constitutes existing competence and how to demonstrate it for individual qualifications, please refer to the relevant Candidate Handbook.

### 6.3 Undertaking parts of the qualification outside the UK

Candidates are expected to commence and undertake most their training in the UK. However, occasionally, a candidate may wish to undertake part of their training outside the UK. Should this be the case, the candidate must ensure that they train within a UK context, i.e. under the auspices of a UK-based global organisation working clients located internationally which provides services in compliance with the relevant UK regulations and which adheres to the UK's standards and codes of practice. Should a candidate wish to train abroad, they must share their intention with the Qualifications Board (via the Qualifications Team), and provide sufficient details about the training and the overseas provider to demonstrate that they will be able to fulfil the qualification's requirements, including sufficient opportunities to demonstrate the required competencies and adequate and timely supervision.

In all cases, supervision must be conducted by an individual who meets all criteria for supervision under the Society's Regulations and the relevant Candidate Handbook.

The maximum length of training that may be undertaken outside the UK will range from 30 per cent to 49 per cent of the overall supervised training requirement, depending on the qualification.

For further details, please refer to the relevant Candidate Handbook.

## **6.4 Notification of the outcome of applications for enrolment**

Applicants will normally be notified of the Registrar's decision about their application to enrol in writing (usually by email) and 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 the candidate's enrolment formally commences. This date will be used to determine the minimum period of enrolment.

If the application has not been successful, the letter of notification will outline 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 applications for enrolment.

## **6.5 Interrupting enrolment**

Candidates may request to interrupt their enrolment for any reason for a period of up to 12 months by completing the Interruption Form which can be found on the Society's website.

If a candidate needs to interrupt their enrolment, they must notify the Qualifications Team as soon as possible in order for their records to be updated and necessary formalities completed.

In the case of shared parental leave and serious illness, all appropriately evidenced requests for interruption will be considered. In all other cases, candidates may request a maximum of three periods of interruption for a total period of time not exceeding 18 months, with no single period of continuous interruption exceeding 12 months. Should a candidate require any further breaks in their enrolment, they will need to withdraw and then re-enrol when they are in a position to successfully complete the training.

No work or supervised practice undertaken by the candidate during an interruption can be counted towards meeting the requirements of the qualification. No work can be submitted for assessment during this time.

For information about reviews during an interruption, please see Section 8.3. For information regarding resubmissions during an interruption, please see Section 9.9.

## **6.6 Withdrawing enrolment and re-enrolment**

A candidate may withdraw their enrolment at any time by completing the Withdrawal Form (available on the Society's website).

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

- The competencies and units for the qualification have not changed significantly between the points of withdrawal and re-enrolment;
- The re-enrolment is conducted under the Candidate Handbook and Regulations current at the time of the re-enrolment;

- The candidate complies with the enrolment requirements current at the time of re-enrolment;
- The candidate has retained all assessment documentation they wish to be considered on re-enrolment; and
- The candidate has paid all applicable fees.

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

For details of the process and documentation, please refer to the relevant Candidate Handbook.

Please note that additional re-enrolment criteria apply to some qualifications (QiCN and QHP). Please refer to the relevant Candidate Handbooks for further details.

## 7 Expectations of conduct

Candidates enrolled on one of the Society's qualifications are expected to act in accordance with the standards of conduct expected of professional psychologists at all times and are, therefore, required to:

- Adhere to the Society's *Code of Ethics and Conduct*;
- Commit to developing an understanding of the HCPC's *Standards of Conduct, Performance and Ethics*;
- Comply with the HCPC's *Guidance on Conduct and Ethics for Students*;
- Adhere to the Society's *Guidelines for the Use of Social Media*;
- Become familiar with and follow all qualification requirements, including submission instructions and deadlines;
- Avoid all practices comprising academic misconduct, including plagiarism and all other forms of cheating;
- Demonstrate professional standards in all communications; and
- Take responsibility for their own training and its timely completion.

### 7.1 The Society's *Code of Ethics and Conduct*

As members of the Society, the candidates are bound at all times by the Society's *Code of Ethics and Conduct* and *Member Conduct Rules*.

Any candidate found in breach of the Code and/or Rules may have their enrolment terminated and be considered ineligible to enrol on any of the Society's qualifications in the future. They will also be ineligible to receive any refunds of their fees.

### 7.2 Professional misconduct

If an allegation of professional misconduct has been made against a candidate, the candidate must notify the Qualifications Office of the nature of the allegation as well as any action taken by their employer/placement provider. The Qualifications Office will notify the Qualifications Board's Review Panel who will determine whether any further action is required at this time. If the allegation is deemed very serious, the Review Panel may decide to suspend the candidate's enrolment without prejudice until the investigation has been completed by the employer/placement provider and the Qualifications Office notified of its outcome.

If a candidate has been found in breach of the relevant code of conduct, they must notify the Qualifications Office immediately of the conditions or sanctions imposed on them or their practice. The Qualifications Office will inform the Qualifications Board's Review Panel who will review the case in order to determine whether a formal warning should be issued to the candidate or their enrolment terminated.

If the allegation of professional misconduct has not been upheld, any information pertaining to it will be securely and permanently removed from the candidate's file.

Failure to inform the Qualifications Office of conditions or sanctions imposed on a candidate could result in the termination of the candidate's enrolment and a ban on future applications to enrol. If a qualification has been awarded and it is later discovered that a candidate failed to make an appropriate disclosure, their award may be retracted. The matter will also be referred to the Standards and Inclusivity Officer for consideration.

### **7.3 Academic misconduct**

Academic misconduct involves fraudulent activity in relation to academic performance, including

- Plagiarism;
- Attempting to obtain examination papers in advance of examination dates;
- Taking any unauthorised material or equipment into an examination room;
- Failing to comply with the rules of an examination room;
- Submitting falsified written material or tape recordings for assessment; and
- Any other form of cheating.

If a candidate has been awarded a qualification or a part of their qualification has been passed, and it is later discovered that they engaged in academic misconduct during the period of their enrolment, the Qualification Board will undertake a formal investigation which may result in the retraction of the award or the retraction of the result(s) of the unit(s) under investigation.

If a candidate is found to have engaged in academic misconduct during an examination or assessment, depending on the gravity of the infringement, the Qualifications Board may impose sanctions ranging from a formal warning to termination of enrolment. Any sanction will be imposed for a specified period of time and subject to a review. The matter will also be referred to the Standards and Inclusivity Officer for consideration.

### **7.4 Other misconduct**

Other misconduct may include, but is not limited to:

- Professional misconduct that the Qualifications Board is made aware of, whether or not it has been investigated as part of another process;
- Providing information to the Qualifications Board which is misleading either because it includes inaccurate information or does not include all of the information which would 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 training plans or as part of the assessment processes.
- Behaviour or actions which bring the Society, profession or qualification into disrepute.

## 8 Reviews of progress

Qualifications Boards have monitoring procedures in place to ensure that candidates continue to progress on their qualifications and that they are sufficiently supported towards successfully completing their training.

### 8.1 Plans of training

Where a qualification requires a Plan of Training (PoT) to be submitted at enrolment, the PoT will be subject to review whenever there is a change in local circumstances and/or developments in a candidate's interests/plans. Training plans must, therefore, be regularly reviewed by the candidate and their Co-ordinating Supervisor, amended where necessary and re-submitted to the Chief Supervisor/Registrar for approval as per the relevant Candidate Handbook.

### 8.2 Progress reviews

Candidates will be required to complete regular progress reviews with the Co-ordinating Supervisor which will involve completion of progress reports and submission of review documentation to the Qualifications Office.

For specific details regarding progress reviews and documentation, please refer to the relevant Candidate Handbook.

### 8.3 Reviews during interruptions

Where a candidate has decided to interrupt their training, they will not normally be able to complete the required reviews or relevant review documentation while on interruption. Candidates must, therefore, 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.

### 8.4 Non-compliance with the review of progress requirement

Candidates who do not comply with the qualification-specific requirements for progress reviews will have their enrolment suspended. While on suspension, a candidate must not count any supervised practice or other work undertaken towards their qualification. Suspension may be lifted, at the discretion of the relevant Qualifications Board, when required documentation has been supplied.

If a candidate remains suspended for a period exceeding one year, the candidate's enrolment will be terminated.

## 9 Assessment

### 9.1 General guidelines

Assessment requirements and design vary for individual qualifications. Details of the structure, submission deadlines, format of submissions and assessment timeframes can be found in the relevant Candidate Handbooks and assessment timetable documents.

### 9.2 Submission guidelines

In order for their work to be assessed in a timely manner, where required, candidates must register for individual assessments using the relevant Assessment Registration Form and by set deadlines.

Candidates must submit their work to the Qualifications Office electronically, via Hightail or another dedicated medium, following the required format and by set deadlines. Assessment submissions must always be separated from any progress documentation. Submissions which do not meet the requirements set out in the relevant Candidate Handbook will not be marked until the required amendments have been made by the candidate.

The Qualifications Office is unable to amend any part of a candidate's submission or accompanying documentation. Therefore, any work that requires amendments will not be marked until appropriately amended by the candidate.

### **9.3 Examinations**

All examinations (written and oral) are conducted in English (Please see Section 3.3 for English proficiency requirements).

Candidates attending any examination must present an approved form of identification such as a current, valid passport or photo card driving licence. If a candidate fails to provide a valid form of identification, they will not be permitted to sit the examination and will have to wait until the next available opportunity to take the examination. In some cases, this may be up to 12 months later.

Candidates must ensure that they arrive on time for their examination. Any candidate arriving later than 30 minutes after the published examination start time will not be allowed to enter the examination room and will have to wait for the next available opportunity to take the examination. In some cases, this may be up to 12 months later.

Some qualifications require the candidates to undertake an oral examination (viva voce) the purpose of which is to confirm a candidate's competence and originality of the work they submitted for assessment.

All viva proceedings are recorded and recordings may be used for quality assurance, training and academic appeal purposes. Candidates are not permitted to record their viva.

For further details about written and oral examinations, please see the relevant Candidate Handbook.

### **9.4 Other assessment information**

All materials submitted for assessment or examination become the property of the Society and will be retained for the purposes of the qualifications for up to five years. As the Society does not normally return any assessment work, candidates must retain their own copies and back up all electronic files of their work. The Society takes no responsibility for work which is lost or delayed in the post.

With the exception of assessment materials submitted on Society pro-formas and exam scripts, all written work submitted for assessment must be typed, double-spaced and paginated.

All material submitted for assessment/examination, including taped sessions, must be submitted in the English language unless other relevant legislation applies.

All written work must comply with the published word limit for the assessment task concerned.

References must be presented in accordance with the *Publication Manual of the American Psychological Association*.

## 9.5 Word counts

Indicative word counts and word limits for individual qualifications can be found in the relevant Candidate Handbooks. Where word limits are specified, these limits are non-negotiable; therefore, submissions exceeding the maximums indicated will not be marked.

The established word limits are exclusive of titles, references and appendices. Citations, tables and diagrams must be included in the word count, and the word count must be indicated on the cover of the submission.

Candidates must ensure that their submissions can be read without constant reference to the appendices.

## 9.6 Guidance on handwriting

Whilst the assessors and/or examiners will make every effort to read candidates' handwriting, it is the candidate's responsibility to ensure that their handwriting is legible. If a submission or its part is illegible, it will be returned to the candidate unmarked.

The Society does not offer a facility for re-typing a candidate's submission or examination paper. Access to a computer or other arrangements during an examination will not normally be provided unless a formal request for reasonable adjustments has been made under the Equality Act 2010.

## 9.7 Arrangements for candidates with a disability, learning difficulty or other need

The Society is committed to implementing best practice in relation to the Equality Act (2010) and makes every effort to ensure that all candidates enrolled on our qualifications are provided with every opportunity to demonstrate their competence. We do, therefore, aim to make reasonable and appropriate adjustments to our assessment procedures wherever candidates have additional requirements.

Such adjustments may include, but are not limited to, the following options.

- Extra time to prepare for examinations or assessments;
- Extra time for the completion of an assessment task (including extra time in examinations);
- Extra time to complete the full range of assessment tasks for a particular qualification;
- The assistance of a sign language interpreter or an amanuensis;
- Access to a computer during examinations;
- An alternative mode of assessment; and/or
- Alternative work-space arrangements during examinations.

Where a candidate has additional requirements, which may affect their ability to complete their training within the usual expected timescale and/or to comply with the usual assessment procedures, they should contact the Qualifications Team, providing the following information:

- Evidence of the disability or need (e.g. and educational report, a doctor's letter, a report from a psychologist or other official documentation ascertaining the condition); and
- Adjustments which they are requesting.

A candidate applying for reasonable adjustments should contact the Qualifications Team as soon as possible and at least eight weeks prior to the assessment date, where possible, to allow the Team sufficient time to make the appropriate arrangements. The Qualifications Team will

contact the candidate to discuss the reasonable adjustments needed and confirm the agreed arrangements to the candidate in writing.

## 9.8 Marking conventions

All written examinations are graded according to a percentage marking system, with a pass mark of 50 per cent.

All other assessment tasks are graded according to the following marking convention.

Grade	Definition
Distinction (QiCN only)	Work is of outstanding quality, well exceeding the minimum criteria for a pass.
Pass/Competence demonstrated	Work meets criteria for a pass.
Conditional pass	Work meets criteria for a pass except that it contains minor clerical errors or referencing errors which require amendment.
Competence not yet demonstrated	Work does not yet meet criteria for a pass and must be re-submitted.
Fail	Work has not met the criteria for a pass but all opportunities for re-submission have been exhausted.

Individual unit grades may differ from the above. Please refer to the relevant Candidate Handbook for details.

## 9.9 Extenuating circumstances

An extenuating circumstance is a circumstance which is unforeseen or out of a candidate's control but which affects their ability to perform in one or more of the following ways:

- It adversely affects a candidate's preparation for an examination or other assessment task/activity
- It makes it impossible for a candidate to submit work by a required deadline
- It results in a candidate's being unable to attend examination, and/or
- It negatively affects a candidate's performance in an examination and/or other assessment

### 9.9.1 Extenuating circumstances which affect a candidate's preparation for assessment

Should a life event/illness a candidate is experiencing/has experienced prevent them performing at the expected level, the candidate should notify their Co-ordinating Supervisor and Chief Supervisor. The candidate must provide appropriate supporting documentation (e.g. a medical certificate) as well as a supporting letter from their Co-ordinating.

After considering the candidate's request and all relevant documentation, the Board may recommend one or more of the following adjustments:

- That an extension of time be granted for the submission of one or more pieces of work;
- That the fail mark be removed from the candidate's record and the candidate be allowed to sit the examination at the next assessment point;
- That the candidate be permitted to re-submit, without penalty, work contributing to one or more assessment tasks initially judged to have failed;

- That the candidate be allowed to re-sit, without penalty, one or more examinations initially judged to have been failed; or
- That the case presented by the candidate does not constitute an extenuating circumstance and that the original outcome of the assessment should stand

### **9.9.2 Extenuating circumstances which affect a candidate during an assessment**

Occasionally, a candidate may experience an illness or other life event in the days immediately prior to or on the day of an examination or assessment which may adversely affect their performance during the examination or assessment such that the candidate:

- Is unable to sit the examination/attend the assessment, or
- Sits the examination/attends the assessment but fails to fulfil the requirements of the assessment

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

In the case of a Viva Voce assessment, the candidate should advise the Qualifications Administrator and/or the assessors at the examination venue.

The candidate must then formally notify the Chief Supervisor/Registrar, via the Qualifications Office and using the Extenuating Circumstances Form, to advise him/her of the circumstances which affected the candidate's performance during the assessment. This must take place as soon after the assessment as possible but no later than two weeks after it took place.

### **9.9.3 Cases which do not constitute extenuating circumstances**

Where the Qualifications Board considers the extenuating circumstances presented by the candidate as trivial in their nature, no allowances will be made.

Examples of trivial circumstances include but are not limited to the following:

- Traffic noise;
- Road works outside the examination location;
- Extremes of weather, including temperature and precipitation;
- Minor health complaints;
- Predictable conditions for which the candidate is receiving established treatment; and
- Lateness resulting from the candidate's poor time management or lack of planning.

## **9.10 Ratification and notification of results**

All decisions regarding candidates' performance in assessments will be presented to the relevant Qualifications Board or their representative for ratification. The Chief Supervisor/Registrar will normally inform candidates of their results, in writing, within one month of the meeting of the Qualification Board at which ratification took place.

## **9.11 Failure, re-sits and re-submissions**

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, two re-submissions of another assessment task).

Any candidate who fails the third attempt at an examination or other assessment task will have failed the qualification for which they are enrolled and given no further opportunities to enrol.

In exceptional circumstances, a former candidate may submit to the relevant Qualifications Board a formal request to re-enrol. Such a request must include a personal statement by the candidate outlining the reasons and evidence for why, in the candidate's view, the Qualifications Board should grant their application to re-enrol. The Board will take the request and all relevant evidence under advisement and inform the candidate of its decision within one calendar month of the meeting at which the case was discussed.

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

If a candidate enters a period of interruption as a result of redundancy or other exceptional circumstance and, subsequently, finds out that they need to re-submit a piece of work submitted prior to the interruption, they may request to re-submit provided that they engage an appropriately trained Co-ordinating Supervisor for a period of time necessary to produce the required piece of work. Should the candidate not wish to engage a supervisor for the re-submission period, they will not be able to re-submit the work until their interruption period ends and they are in supervised practice again.

### 9.12 Aegrotat awards

To be awarded the qualification for which they are enrolled, candidates must successfully complete all assessments detailed in the relevant Candidate Handbook. There is no aegrotat award for candidates who are unable to complete all assessments required for the completion of the relevant qualification.

### 9.13 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 Qualification Board at which the qualification was awarded.

## 10 Length of training

Qualification/Qualification type	Minimum length of training (full time)
Post-doctoral qualification	2 years
Stage 2 qualification	2 years
Integrated qualification	3 years
Qualification in Educational Psychology (Scotland) (Stage 2)	1 year

Minimum enrolment periods assume full-time engagement in supervised work which is contributing to the candidate's qualification, or a part-time equivalent. Full-time is defined as five

days per week for 46 weeks of the year (a total of 230 days a year). The minimum enrolment periods listed above will be extended as appropriate for part-time candidates.

If a candidate's enrolment has been suspended for a period of time, their minimum enrolment period will be extended accordingly.

### **10.1 Reduction of the minimum period of enrolment**

Where a candidate has been granted Accreditation of Existing Competence (AEC) for part(s) of the assessment requirements of a qualification, the minimum period of enrolment may be reduced at the discretion of the relevant Qualifications Board or its Representative(s).

A reduction of the minimum period of enrolment is not available for all Qualifications. For further details, please refer to the relevant Candidate Handbook.

### **10.2 Termination of enrolment**

A candidate's enrolment may be terminated for any of the reasons listed below.

- A candidate ceases to be a Graduate Member of the Society.
- A candidate does not pay the relevant qualification fees and/or Society subscription fees.
- A candidate withdraws from the qualification.
- A candidate has been removed as a result of sanctions imposed following a professional conduct investigation.
- Any other reason that the Qualifications Board deems sufficient grounds for termination (subject to the provisions of these Regulations and the relevant Candidate Handbook).

Under some circumstances, the Qualifications Board may use its discretion to consider a formal request to re-enrol from a candidate whose enrolment has previously been terminated. Re-enrolment requests will be subject to an additional fee, payable by credit card or BACS transfer, upon submission of a request to enrol, and before the request is considered.

A candidate who re-enrols will not usually be allowed to include in their assessment portfolio any work undertaken during the time when they were not enrolled.

## **11 Non-compliance with the regulations for the Society's postgraduate qualifications**

If a candidate fails to comply with the Regulations outlined in this document and/or the relevant Candidate Handbook, their enrolment may be suspended or terminated, depending on the nature and severity of the infringement.

If a candidate's enrolment is suspended, any work undertaken during the suspension period cannot count towards the qualification. If the issue which led to the suspension has not been resolved within three months of the start of suspension, the Qualifications Board may terminate the candidate's enrolment and they may become ineligible to enrol for any of the Society's qualifications in the future.

A candidate whose enrolment has been terminated can apply to re-enrol by submitting a formal request to the Qualifications Office. If the candidate is permitted by the Qualifications Board to re-enrol, they will not be able to count any work they undertook as part of their previous enrolment towards the new enrolment.

## 12 Complaints and appeals

### 12.1 Making a complaint against a Society qualification

All formal complaints against the Society's qualifications should be submitted to the Qualifications Manager and will be considered in accordance with the policy for Complaints against a Society Qualification (available on the Society's website and from the Qualifications Office).

Where a candidate has also submitted an appeal against a decision of a Qualifications Board, their complaint will not be considered until the outcome of the appeal has been reported to the candidate.

### 12.2 Grievances which occur during supervised practice

Where a candidate is formally employed during their period of supervised practice, they will be expected to have a contract of employment (or an honorary contract when on an unpaid placement) which should refer to the organisation's grievance and disciplinary policies and procedures.

If a grievance is raised or disciplinary action taken against a candidate or their supervisor, the organisation's policies and procedures will apply. However, the Chief Supervisor/ Registrar must be notified, via the Qualifications Office, of the grievance and the investigation's outcome.

### 12.3 Academic appeals procedure

If a candidate wishes to appeal against an assessment decision, they should contact the Standards and Inclusivity Officer and pay an applicable fee. The Standards and Inclusivity Officer will review the request in order to determine whether the candidate has sufficient grounds for an appeal.

An academic appeal can only be lodged under one of the following conditions:

- The regulations governing the qualification were improperly applied in the individual's case; or
- Information on mitigating circumstances which may have bearing on the result of the examination or assessment has become available after the decision has already been made.

Appeals for any other reason will not be considered.

For details of the process for academic appeals, please refer to the Society's Academic Appeals Policy (available on the Society's website).

## 13 Glossary

### **Chartered Membership**

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

### **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.

### **Health and Care Professions Council (HCPC)**

The regulatory body for practitioner psychologists in the UK.

### **Membership and 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 Committee (QC)**

The committee which acts on delegated authority from the MSB to consider matters of policy, design, implementation and quality assurance regarding the Society's postgraduate qualifications.

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