



the british  
psychological society  
partnership and accreditation

**FAQ Academic session 2020/2021 Only: Fast-Track Form:  
Reasonable Adjustments: COVID-19**

Question	Response	Guidance and Links
Do we need to complete this Fast-Track form for all of the BPS accredited programmes at our institution which have been modified in line with the permitted reasonable adjustments: Covid-19	Yes all BPS accredited programmes	A short rational and description is required for the reasonable adjustments that will be implemented
Do we list all of the affected BPS accredited programmes on one form?	Yes	A short rational and description is required for each programme adjustment
Does this form cover the reasonable adjustments made in light of COVID-19 guidance to programmes for one academic session 2020/21 only?	Yes	All guidance will continue to be updated in line with any significant Covid-19 developments. (for example a second spike and regional/total lockdown)

Will I be notified if you require further information?	Yes	Notified by e-mail
Will I be notified if my adjustments are in line with the guidance?	Yes	Notified by email
Will I be notified if my adjustments are being forwarded to the reviewers?	Yes	Notified by email
What if I receive approval for my modifications and then I need to revise them?	Amend the form and highlight the changes and resubmit this for approval	Send your amended form to your nominated Partnership and Accreditation Officer. If unknown then to the following address: <a href="mailto:pact@bps.org.uk">pact@bps.org.uk</a>
Is there a standard template for the action plan?	No Individual providers must use their own format	
<b>Reasonable Adjustment Guidance</b>		
Where can I find the reasonable adjustment guidance that applies to accredited Undergraduate provision?	Guidance for BPS accredited programmes for undergraduate, conversion and integrated Masters programmes in psychology in relation to the COVID-19 outbreak	<a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20UG%2C%20conversion%20and%20Msc%20programmes%20during%20the%20Covid-19%20outbreak.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20UG%2C%20conversion%20and%20Msc%20programmes%20during%20the%20Covid-19%20outbreak.pdf</a>
Where can I find the reasonable adjustment guidance that applies to accredited integrated MSc and Conversion Courses?	Guidance for BPS accredited programmes for undergraduate, conversion and integrated Masters programmes in psychology in relation to the COVID-19 outbreak	<a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20UG%2C%20conversion%20and%20Msc%20programmes%20during%20the%20Covid-19%20outbreak.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20UG%2C%20conversion%20and%20Msc%20programmes%20during%20the%20Covid-19%20outbreak.pdf</a>
Where can I find the reasonable adjustment guidance that applies to	Guidance for BPS accredited MSc Stage One programmes (across domains of psychology)	<a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20accredited%20MSc%20Stage%20One%20programmes.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20accredited%20MSc%20Stage%20One%20programmes.pdf</a>

<p>accredited Stage One programmes in:</p> <ul style="list-style-type: none"> <li>• Health Psychology</li> <li>• Forensic Psychology</li> <li>• Occupational Psychology</li> <li>• Sport and Exercise Psychology</li> <li>• Scottish Education</li> </ul>	<p>in relation to the COVID-19 outbreak</p>	
<p>Where can I find the reasonable adjustment guidance that applies to accredited Doctoral programmes in: Clinical Psychology</p>		<p><a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20accredited%20clinical%20psychology%20professional%20doctorate%20programmes.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20accredited%20clinical%20psychology%20professional%20doctorate%20programmes.pdf</a></p>
<p>Where can I find the reasonable adjustment guidance for BPS applied psychology programmes for associate psychologists</p>	<p>Guidance for BPS applied psychology programmes for associate psychologists in relation to the COVID-19 outbreak</p>	<p><a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20applied%20psychology%20programmes%20for%20associate%20psychologists.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20applied%20psychology%20programmes%20for%20associate%20psychologists.pdf</a></p>
<p>Where can I find the reasonable adjustment guidance that applies to accredited Doctoral Programmes (Stage Two) in: Counselling Psychology Health Psychology Forensic Psychology Occupational Psychology</p>	<p>Guidance for BPS accredited psychology professional doctorate programmes in relation to the COVID-19 outbreak</p>	<p><a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20accredited%20psychology%20professional%20doctorate%20programmes.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20accredited%20psychology%20professional%20doctorate%20programmes.pdf</a></p>

Where can I find the reasonable adjustment guidance that applies to accredited PWP programmes	Guidance for BPS accredited psychological wellbeing practitioner programmes in relation to the COVID-19 outbreak	<a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20accredited%20psychological%20wellbeing%20practitioner%20programmes.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20accredited%20psychological%20wellbeing%20practitioner%20programmes.pdf</a>
Where can I find the reasonable adjustment guidance applies to accredited programmes in: neuropsychology	Guidance for BPS accredited neuropsychology training programmes in relation to the COVID-19 outbreak	<a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20BPS%20accredited%20neuropsychology%20training%20programmes.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Guidance%20for%20BPS%20accredited%20neuropsychology%20training%20programmes.pdf</a>
<b>SSR</b>		
Relaxation of the SSR	There will be no relaxation of the SSR during this period. The standards are as follows: Undergraduate and Conversion programmes: 1:20 Stage One and Stage Two Programmes 1:10	Please use The Society's SSR Data Capture Tool to assist in establishing your current figures and enter these into the Fast-Track form for each programme. If any of your programmes are currently outside of what is permitted then please see below:
What is the general guidance for undergraduate, conversion programmes?	Where the SSR is outside of the standards but meets the standard with vacancies	Where the SSR is in line with the standard of 1:20 (including any vacancies) then this will be acceptable for a limited period, providing that there is a clear action plan and reasonable timeline in place for the appointment of staff. There needs to be a firm date by when the SSR will be brought back into line.
What guidance applies to accredited Doctoral programmes in Clinical Psychology?	If your provision receives public funding – for example Doctorates in Clinical Psychology/or Educational Psychology then all programmes must meet the accreditation standard  Any programme not meeting the accredited standards must act quickly to remedy the situation	In the context of the recent 25 percent increase in training places commissioned on professional doctoral programmes in Clinical Psychology, alongside the current financial pressures within the higher education sector, there is concern that the capacity of programmes to maintain the staff student ratio at 1:10 may be threatened. As a part of the compliance to The Society's accreditation standards the Staff Student Ratio is continually monitored by the Partnership and Accreditation Team using The Society's SSR Data Capture Tool.

		<p>The position of The Society and the BPS Committee on Training in Clinical Psychology (CTCP) is that the staff student ratio must be maintained at 1:10. The SSR is a key element of the accreditation standards, which underpins both safeguarding and the maintenance of training standards. The 1:10 SSR is essential for the implementation of those training standards, for quality assurance, the protection of programme staff and trainees, and ultimately for protection of the public.</p> <p>If any programme drifts outside of the required standard of 1:10 staff-student ratio then they will be asked to produce an action plan to remedy the situation. The action plan will need to be submitted immediately and implemented within the agreed time frame. Any failure to implement the action plan will put a programme into stage one withdrawal of their accreditation.</p>
<p>Educational Psychology Doctoral Programmes</p>	<p>If your provision receives public funding – for example Doctorates in Clinical Psychology/or Educational Psychology then all programmes must meet the accreditation standard</p> <p>Any programme not meeting the accredited standards must act quickly to remedy the situation</p>	<p>The position of The Society and the BPS Educational and Child Psychology Training Committee is that the staff student ratio must be maintained at 1:10. The SSR is a key element of the accreditation standards, which underpins both safeguarding and the maintenance of training standards. The 1:10 SSR is essential for the implementation of those training standards, for quality assurance, the protection of programme staff and trainees, and ultimately for protection of the public.</p> <p>If any programme drifts outside of the required standard of 1:10 staff-student ratio then they will be asked to produce an action plan to remedy the situation. The action plan will need to be submitted immediately and implemented within the agreed time frame. Any failure to implement the action plan will put a programme into Stage one withdrawal of their accreditation.</p>
<p>For all other Stage One, Doctoral Programmes (Stage Two), PWP and Masters accredited programmes</p>		<p>Where the SSR is in line with the standard of 1:10 (including any vacancies) then this will be acceptable for a limited period, providing that there is a clear action plan and reasonable timeline in place for the appointment of staff. There needs to be a firm date of when the SSR will be brought back into line.</p>

<p>SSR - Vacancies</p>	<p>As you are aware programmes are able to run with vacancies providing that they meet the SSR with those vacancies and they are not more than 10% of the make-up of programme staff. However it is essential that recruitment wherever possible is ongoing</p> <p>Any provider that sets a trend in continually running with vacancies across academic sessions will also be at risk of having their accreditation suspended</p>	<p>At stated above, where there are vacancies that bring the SSR back into line then a clear action plan must be submitted to The Society – detailing by what date the SSR will be brought back into line. Vacancies must not affect the programmes ability to deliver both breadth and depth across the core areas.</p> <p>This timeline must be realistic and based upon advertised vacancies and any individual's periods of notice that they must serve before taking up the position within the programme team.</p> <p>Significantly if the vacant position is that of the Programme Director then an interim Programme Director must be put in place and the Society must be notified of this situation.</p>
<p>If programme team staff are affected by Covid -19 and must self-isolate this will affect my SSR? If so what should I do?</p>		<p>Any staff affected by Covid 19 who are a part of the full staff compliment count towards the SSR – so you will not be penalised for this.</p> <p>Wherever possible and purely as a temporary measure you should seek to backfill posts where possible with temporary staff or GTA (given suitable duties with a strict remit).</p>
<p>If ALL programme team staff are affected by Covid -19 and must self-isolate this will affect my SSR? If so what should I do?</p>		<p>If this applies to the entire programme team then you must contact The Society immediately.</p>
<p><b>Additional Questions</b></p>		
<p>What happens if I want to make these changes permanent?</p>	<p>This Fast-Track Form: Reasonable Adjustments: Covid - 19 is only for the full academic session 2020/2021</p>	<p>If a provider wishes to make their changes permanent (rather than temporary for the next academic session) and they have not already done so, they should use the standard process for making changes to an accredited programme:</p> <p><a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Making%20Changes%20to%20Accredited%20Programmes%20%28Updated%20May%202019%29.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Making%20Changes%20to%20Accredited%20Programmes%20%28Updated%20May%202019%29.pdf</a></p>

<p>What is my changes surpass what is outlined in the COVID -19 guidance?</p>	<p>Follow the standard procedure for modifications to existing programmes</p>	<p>Any provider who wishes to implement changes or alterations to their programme/s that are above and beyond those outlined in The Society's guidance for Covid -19 must do so using the standard process for making changes to an accredited programme:  <a href="https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Making%20Changes%20to%20Accredited%20Programmes%20%28Updated%20May%202019%29.pdf">https://www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Making%20Changes%20to%20Accredited%20Programmes%20%28Updated%20May%202019%29.pdf</a></p>
<p>What if I want to submit a new programme?</p>	<p>Follow the standard procedure for new programmes</p>	<p>If a provider wishes to seek accreditation of a new programme, they must complete the relevant Self Evaluation Questionnaire (SEQ) and submit this along with any associated documentation using the standard process specifying the delivery model as it stands at the time of submission. They must outline how the programme will be operating in that current format:  <a href="https://www.bps.org.uk/psychologists/accreditation/education-providers">https://www.bps.org.uk/psychologists/accreditation/education-providers</a></p>
<p>Who should I contact if I have a question about the guidance?</p>	<p>In the first instance you should complete the form to the best of your ability and highlight any areas that require clarification.</p>	<p>Only if you have a very specific question about the guidance itself should you contact you Partnership and Accreditation Officer. If the information on the form is unclear or we need to respond to your question then we will contact you directly.</p>
<p>If an accredited programme is moved to another School or Department (e.g. this may due to campus closure etc.)</p>	<p>Please notify us in writing</p>	<p>Please notify your designated Partnership and Accreditation Officer immediately.</p>