



Coaching Psychology Accelerated route

Applicant Guidelines

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Contact us

If you have any questions, please feel free to contact the Assessment and Awards Team:

e: assessments@bps.org.uk

t: +44 (0)116 252 9933

Our address is:

Assessment and Awards Team

The British Psychological Society

St Andrews House

48 Princess Road East

Leicester

LE1 7DR

If you have problems reading this document because of a visual impairment and would like it in a different format, please contact us with your specific requirements.

t: +44 (0)116 252 9523; e: P4P@bps.org.uk.

For all other enquires please contact the Society on:

t: +44 (0)116 254 9568; e: mail@bps.org.uk

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1. Introduction

In November 2021, the Special Group in Coaching Psychology was re-designated as the Division of Coaching Psychology following a membership vote. The membership criteria for full Divisional membership (as approved by the Trustees and by the membership vote) include “GBC and assessment of a portfolio of professional practice against Standards for Chartership as a Coaching Psychologist”.

We are developing a new Professional Recognition route that will enable applicants to submit a portfolio of evidence to demonstrate that they meet these Standards.

The Accelerated route is an abbreviated version of the full Professional Recognition route, and is available for members who hold GBC and who are already able to demonstrate five years full time (or part-time equivalent) experience as a coaching psychologist. Applicants must be undergoing appropriate supervision of their coaching psychology practice and be able to demonstrate 8 sessions within the last 2 years (see 2.2.4), and must hold current professional indemnity insurance (or be covered by an employer’s provision).

Candidates will be required to submit a reduced portfolio demonstrating alignment with the top-level standards in the Level 8 Standards in Coaching Psychology and specific second-tier standards that address ethical autonomous practice.

Successful applicants will achieve both Chartered Member status of the Society and full Divisional membership of the Division of Coaching Psychology.

These guidelines will provide you with full details about the Accelerated route including the submission requirements and process.

2. Accelerated route process

2.1 Overview

The Accelerated route has been designed to award Chartered member status to practitioners who can demonstrate that they meet the Level 8 Standards in Coaching Psychology, and to transfer successful applicants into the Division of Coaching Psychology as full Divisional members.

It is important to recognise that all applicants to this route are experienced practitioners who are engaging in appropriate ongoing supervision. As such, the focus for this route is on the top level across the Coaching Psychology standards, with some further exploration of competencies within the top level standards that are particularly important for ensuring that current practice is in alignment with expectations.

Each applicant will submit documents to the BPS Learn system, and portfolios will be assessed by Chartered Coaching Psychologists.

2.2 Submission requirements

Your submission will consist of:

1. Standards Mapping document (see Appendix 1)
2. Statement of coaching philosophy
3. CPD record
4. Research report or link to published research
5. Supporting evidence
6. Confirmation of supervision of your practice
7. Evidence of professional indemnity insurance

Wherever you refer to work with a client, please ensure you redact the information appropriately to preserve their confidentiality.

All submissions must be made in the English language. If your first language is not English, and you are not confident that you will be able to fully engage on this basis, please contact the office.

2.2.1 Standards Mapping document

A Standards Mapping document must be included which outlines where each standard has been demonstrated. You should clearly indicate where the assessor can find evidence of each standard. As a minimum, you should include the name of the document and the page number (e.g., case study 1, p. 2). Where relevant, you should also include a sentence or

two that explains how the evidence demonstrates the standard. This will be particularly useful where this is not self-evident, or cannot physically be included e.g., delivery of a workshop, contribution to a book chapter, key notes. Note that you will still need to provide some element of evidence, for example a link, invitation, certificate or reference.

A guide for producing your Standards Mapping document is included in Appendix 1.

The full Level 8 Standards in Coaching Psychology document details the five top-level standards and numerous more detailed competencies within those five main areas. Whilst future applicants for recognition as Chartered Psychologists via the Professional Recognition route will need to provide evidence of meeting each and every element of the Standards, this is not a requirement for the Accelerated route. In making their decision, assessors will consider the Standards as given in Appendix 1 (mostly the top-level standards, but with some particular elements highlighted within Standard 1 and Standard 5). Other elements of the standards might be helpful in your decision-making as indicating the range and depth of evidence that might be available to you, but applicants are **not** expected to provide evidence of each element.

2.2.2 Statement of coaching philosophy

Your statement of coaching philosophy is your individual professional position on the role of the coaching psychologist: what coaching psychology means to you and how that is evident in your practice. It might include a summarised narrative of your training and practice that outlines your professional journey and development as a coaching psychologist and connect these experiences with your ability to demonstrate alignment with the standards. It should be a reflective statement, with attention to cognitive and emotional and behavioural aspects of formative situations or events, giving the assessors a comprehensive feel for your coaching perspectives, understanding and competence. Reflection should be accompanied by prospection, i.e. anticipating how your reflections might affect future practice. You may also make appropriate reference to professional practice literature to support your position. Your statement is expected to be 750-1,000 words in length.

2.2.3 CPD Record

Your CPD record should list key activities that evidence maintenance and development of your skills and knowledge in coaching psychology, but not all of the activities that you have undertaken are required. You should cover the spread of the five years' experience that makes you eligible for the Accelerated route, and any significant activities from before that period where they are foundational to your current practice.

2.2.4 Research report or link to published research

You are required to include a research report that demonstrates that you meet standard 4. There is no requirement for you to undertake new research to do this: if you have already carried out research as part of a Masters degree or PhD, and/or if you were the lead researcher (first named author) on research that has been published, then you can submit this, as long as it meets the competencies outlined in Standard 4. Where research is co-authored applicants should include a short narrative which makes their contribution clear.

Where the research is indirectly relevant to coaching psychology (e.g. positive psychology), applicants should include a short narrative which makes the relevance to coaching psychology clear.

Applicants are only required to submit one example, as long as that example meets all of the requirements. Where it does not, additional examples may also be submitted.

2.2.5 Supporting evidence

Other examples of evidence you might provide to demonstrate your alignment with the standards include:

- Coaching log that demonstrates the extent of your work as a coaching psychologist with a range of clients on a variety of topics over at least a 5 year period (full time or part time equivalent). Please redact this log to protect the confidentiality of your clients.
- Examples of your work. This might take the form of a link to a presentation, materials that you have produced or brief case studies outlining the work (400-500 words). You may consider focusing on a specific aspect of a coaching conversation in order to demonstrate your competency in a particular area and therefore provide a narrower but deeper approach to an aspect of your work.
- Supervision log that gives you the opportunity to draw on your supervision conversations to demonstrate specific competencies where appropriate. A log might include a summary of any aspects of your practice which were discussed, including both those aspects that are going particularly well, and also areas where further attention to learning for enhancing and advancing practice is identified.
- Documentary evidence that directly supports your claim might include the following: consultancy agreement or contract, letter of engagement, CPD certificate, client reference, job description, testimonial, award, publication, media coverage.

Your supporting evidence should cover the five years of your experience as a coaching psychologist that underpins your claim, plus any significant experiences before that time that have contributed to your professional expertise and identity.

The examples in this list are just for illustration. Applicants do not have to produce all of these elements, but do need to satisfy themselves and the assessor that they have demonstrated each standard at Level 8 (doctoral level). Please select your evidence carefully to offer clarity to the assessor on how the evidence provided supports your claim. As a guide, we would expect that 4-8 written pieces (logs and examples) should be sufficient to support other documentary evidence in addressing the standards.

2.2.6 Confirmation of supervision

Confirmation of supervision should be provided as a signed statement from your supervisor that confirms that you are engaging in supervision with regard to your coaching psychology practice.

You must evidence at least 8 supervision sessions with a chartered psychologist over the last two years of practice with a chartered psychologist who is on the Register of Applied Psychology Practice Supervisors (RAPPS), with at least six of those sessions being with a chartered psychologist who specialises in coaching.

If you choose to include supervision logs to support your competence, you are also able to draw on supervision sessions you have had with other supervisors who are not chartered psychologists, but who have helped guide and support you in your professional development. It is also acceptable to submit supervision logs that occurred outside of the last two-year period if they help you to demonstrate one or more of the competencies.

2.2.7 Evidence of professional indemnity insurance

This can be a current certificate of insurance (pdf copy is acceptable), or evidence of employment status where insurance is provided by an employer. Please contact the Assessment team if there are reasons where this may be difficult for you to provide.

2.3 Making your submission

Please log in to BPS Learn (the Virtual Learning Environment) to access the template for the Standards Mapping document, and to be able to upload your submission documents. You will be asked to complete a checklist to ensure that you have included the required elements as listed above.

2.4 Assessment of submissions

Each submission will be assessed by one assessor who will be a Chartered Coaching Psychologist. The assessor will review the submission against the Level 8 Standards in Coaching Psychology as given in Appendix 1, and will note where the evidence demonstrates alignment with the standards, and where there may be outstanding questions.

Once the documents have been reviewed, each applicant will be invited to a professional conversation (45 mins/1 hour approx). This is an opportunity to discuss their work and for the assessor to explore areas where it's not clear how the evidence supplied demonstrates achievement of the competencies. The assessor may ask for specific pieces of evidence to be provided after the conversation, if they decide it is necessary in order for them to make an informed decision on your application.

The meeting will be recorded for moderation, as described in section 3.3.

The full Level 8 Standards in Coaching Psychology document details the five top-level standards and numerous more detailed competencies within those five main areas. Whilst future applicants for recognition as Chartered Psychologists via the Professional Recognition route will need to provide evidence of meeting each and every element of the Standards, this is not a requirement for the Accelerated route. In making their decision, assessors will consider the Standards as given (mostly the top-level standards, but with some particular elements highlighted within Standard 1 and Standard 5). Other elements of the standards might be helpful in their decision-making as indicating the range and depth of evidence that might be available, but applicants are **not** expected to provide evidence of each element.

2.5 Outcomes

Where the assessor decides that you have met all of the Standards, then you will be awarded the status of Chartered Member of the British Psychological Society. This confers eligibility to be a full Divisional member of the Division of Coaching Psychology and you will be transferred into the Division as a full Divisional member.

Where the assessor decides that you have not met any one or more of the Standards, the Chief Assessor will moderate the submission and review the recording of the meeting, if necessary, to confirm whether each Standard should be deemed as having been met. The Chief Assessor may decide that you have met all of the Standards, or they may agree with the original assessor that some Standards have not been satisfactorily demonstrated.

The Chief Assessor will moderate a sample of submissions that have been judged by the assessor as having met the Standards. The Chief Assessor may change the decision made by the original assessor, if they find that some Standards have not been satisfactorily demonstrated.

If you do not successfully demonstrate alignment with the Standards, you will be advised on which standards have not been met and why. If the amendments required are minor (likely to be providing further evidence rather than undertaking further development), then you will be offered the opportunity to make a supplementary submission within three months. If the amendments required are major (likely to require further development) then you will be offered to make a supplementary submission within six months. If the additional submission does not successfully demonstrate alignment with the standards, then your application will be declined and you will be advised of the most appropriate route to pursuing Chartered Member status and full Divisional membership after a period of relevant development.

Outcomes will be communicated to applicants after moderation has taken place, or the outcome will be communicated with a statement that is it subject to moderation, if moderation has not yet taken place. If this is the case, results will be confirmed following moderation.

The assessor will provide feedback on your application. Where they identify good practice and areas of interest, they will highlight this. Where they have decided that a Standard is not met they will provide their reasons why they have made this decision. This information is important for the Chief Assessor in carrying out the moderation, and is intended to give unsuccessful applicants helpful information to assist them in demonstrating alignment with the standards in the future.

3. Quality assurance

3.1 Introduction

The Accelerated route is underpinned by quality assurance measures to ensure that the process is robust and fair, and to ensure that the process can be seen to be robust and fair. This is important to uphold the reputation of Coaching Psychology and the standing of the status of Chartered Psychologist.

The Accelerated route process has been designed by the Chief Assessor for Coaching Psychology, with the BPS Assessment and Awards team, and with the BPS Head of QA & Standards. This combination brings together expertise in coaching psychology, in assessment practices, and in quality assurance and enhancement, to create a process that is valid and reliable.

The Accelerated route depends on members' integrity and requires an accurate representation of your expertise and experience in your submission. As members of the Society, you will already be aware of your commitment to the Member Conduct Rules and

the Code of Ethics and Conduct, and we are proceeding confidently in the knowledge that participants are well placed to uphold standards on behalf of the society.

3.2 Moderation

The Chief Assessor will moderate a sample of submissions that have been judged by the assessor as having met the Standards. The Chief Assessor may change the decision made by the original assessor, if they find that some Standards have not been satisfactorily demonstrated.

Where the assessor decides that you have not met any one or more of the Standards, the Chief Assessor will moderate the submission and review the recording of the meeting, if necessary, to confirm whether each Standard should be deemed as having been met. The Chief Assessor may ask for specific pieces of evidence to be provided, if they decide it is necessary in order for them to make an informed decision on your application. The Chief Assessor may decide that you have met all of the Standards, or they may agree with the original assessor that some Standards have not been satisfactorily demonstrated.

3.3 Support from the Assessment team

The Accelerated route is administered by the Society's Assessment and Awards Team. Your main point of contact with the team will be the Assessment and Awards Officer.

You can expect the Assessment and Awards Officer to do the following:

- provide timely answers to your queries relating to the administration of your application;
- forward any queries that they are not able to answer to the Assessment Lead; and
- process your application (e.g., manage the submission process, notify you and log the outcome of the assessment, and communicate this to the Membership Team).

3.4 Appeals and complaints

Applicants have the right to appeal a decision following the Accelerated route process. Appeals will be considered where there is new and relevant information/evidence that was not reasonably available at the point of submission and that the evidence is likely to make a difference to the decision, or on the basis of procedural irregularity. Information about our appeals process can be found on our website: <https://www.bps.org.uk/membership>

Information about our complaints procedure can be found on our website: <https://www.bps.org.uk/contact-us/complaints>

Appendix 1: Standards Mapping document: guide

Examples of evidence are indicative. Applicants are not required to submit all of these examples as evidence, and may find it appropriate to include alternative sources of evidence relevant to their own professional practice and experience.

<p>Standard 1.</p> <p>Develop, implement and maintain personal and professional autonomy, accountability and ethical maturity, including the following sub standards:</p> <p>1.1 Practice within legal, ethical and professional boundaries of the profession</p> <p>1.2 Practice as an autonomous professional, exercising one’s own professional judgement</p> <p>1.3 Take personal responsibility for own continuing personal and professional development as an applied Coaching</p>	<p>Examples of evidence (*required)</p> <p>*Evidence of holding professional liability insurance Evidence of any relevant training/qualifications Evidence of contract(s) used within your coaching practice Curriculum Vitae or Job/role description which outlines the range and level of coaching assignments undertaken (including organisational) *Evidence of CPD + professional development plan Brief examples of how the standard translates directly in to practice (e.g. coaching log / case study / supervision log as outlined in section 2.2.2) *Supervisor statement *Statement of coaching philosophy</p>
<p>Standard 2.</p> <p>Demonstrate a systematic, substantial and critical applied understanding of psychological knowledge at the forefront of coaching psychology, and create or interpret knowledge that extends the forefront of the discipline.</p>	<p>Examples of evidence</p> <p>Evidence of any relevant training/qualifications Job/role description outlining professional practice *Evidence of relevant CPD Brief examples of applying knowledge in practice (e.g. coaching log / case study / supervision log as outlined in section 2.2.2) *Supervisor statement *Statement of coaching philosophy</p>
<p>Standard 3.</p> <p>Demonstrate the ability to utilise a range of coaching and psychological skills, techniques and frameworks with a range of clients on a variety of topics, and demonstrate the ability to adopt a flexible, innovative approach and make informed judgements when faced with complex or unpredicted issues or professional situations.</p>	<p>Examples of evidence</p> <p>Coaching log Evidence of any relevant training/qualifications Job/role description outlining professional practice *Evidence of relevant CPD Brief examples of a range of cases (e.g. coaching log / case study / supervision log as outlined in section 2.2.2) *Supervisor statement *Statement of coaching philosophy</p>

*required submission element

<p>Standard 4.</p> <p>Demonstrate the ability to conceptualise, design and conduct independent, original research in coaching psychology or a closely related discipline that is of a quality to satisfy peer review, extend the forefront of the discipline and merit publication</p>	<p>Examples of evidence</p> <p>*Submission of a research report or academic case study report as outlined in section 2.2.4.</p> <p>or</p> <p>Link to published research.</p> <p>*Where research is co-authored applicants should include a short narrative which makes their contribution clear.</p> <p>*Where the research is indirectly relevant to coaching psychology (e.g. positive psychology), applicants should include a short narrative which makes the relevance to coaching psychology clear</p> <p>Applicants are only required to submit one example, as long as that example meets all of the requirements. Where it does not, additional examples may also be submitted.</p>
<p>Standard 5.</p> <p>Communicate effectively and bring psychological influence to bear; for example through consultancy, training or leadership, and by working effectively with other professionals, including the following sub standards:</p> <p>5.1 Communicate effectively</p> <p>5.2 Promote coaching psychology, it's principles, practices, services and benefits, and provide appropriate professional advice and guidance based on evidence in coaching psychology</p> <p>5.3 Demonstrate the ability to build and sustain collaborative working relationships with others, and to contribute effectively as part of an inter-professional team</p> <p>5.4 Demonstrate substantial leadership and influence in coaching</p>	<p>Examples of evidence</p> <p>Evidence of any relevant training/qualifications</p> <p>Job/role description outlining professional practice</p> <p>*Evidence of relevant CPD (communication)</p> <p>Examples of engagement work (e.g. links to or copies of presentations/writing/social media channels)</p> <p>Feedback from clients</p> <p>Supporting statements from other relevant professionals</p> <p>Evidence of committee/board work</p> <p>Brief examples or case studies that demonstrate alignment.</p> <p>*Statement of coaching philosophy</p>

*required submission element