

Appeals Procedure for BCPC Examinations (Counselling Diploma)

You have the right to appeal to the Training Committee on the grounds of incorrect procedure regarding the examination process followed by the Counselling Academic Board, but not on its decision. In the first instance, you should contact your tutor, who will talk through the appeals procedure with you.

1. An appeal may only be made against an Academic Board decision regarding the awarding of the Diploma if the procedures were not adhered to and be on the basis that:
 - a) the process was not carried through correctly
 - b) the decisions were not based on BCPC examination criteria
 - c) the Academic Board was not in possession of all relevant facts.
2. An appeal must be lodged within three months of the Academic Board's decision.
3. If a candidate wishes to lodge an appeal, following the Board meeting at which a decision regarding their submission was made they should first discuss this with their tutor to ensure that the Board's decision has been understood and the candidate is aware of the appeals procedure.
4. If the candidate still wishes to appeal, they should write to the designated Chair of the Training Committee to explain on which of the grounds they wish to appeal.
5. The designated Chair of the Training Committee will then contact the Chair of the Academic Board/ Course Lead to confirm to them that an appeal has been made and will request that all relevant documentation is sent to them.
6. The designated Chair of the Training Committee is entitled to ask for any other documentation in the course of their enquiries and to meet with the parties (Chair of the Academic Board/ Course Lead, Tutor, and appellant) if they need to.
7. The designated Chair of the Training Committee having made a decision, submits a report the Chair of the Academic Board/ Course Lead, Tutor, and appellant.
8. The decision made by the designated Chair of the Training Committee is final.

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