



BCPC Student Protection Plan and Contingency Arrangements

Introduction

This plan explains the measures that BCPC and our validating partner (Middlesex University) will take to honour our commitment to deliver our training programmes to students in the event of unforeseen circumstances in which the training programme might be discontinued. As with all training providers, an extreme set of events may lead to the prospect of a decision taken by the BCPC Board of Trustees to close. We have assessed a range of risks to the continuation of your studies, including measures we will take to reduce, manage or respond to those risks. The main areas of risk and related measures are shown in Section 2. This SPP is published on our public website pages and is reviewed annually and approved by Middlesex University. Any arrangements associated with course closure would be managed in close association with MU as our validating partner.

Section 1. Procedures and protocols

- 1.1 Should closure be under consideration students who are enrolled on the MA Programme will be consulted and represented in the decision-making process. This will normally be through student representatives at Programme Voice Group and Course Committees.
- 1.2 Should a decision to close be taken, BCPC will immediately enter a *continuity period* allowing you, as an enrolled student, to continue with your current programme for the remainder of the academic year in which the decision to close is made.
- 1.3 In the event of programme closure, BCPC will always aim to teach students to the end of their programme even if a decision was taken to close the programme and to stop further enrolments to it.
- 1.4 In the unlikely event of BCPC not being able to 'teach out' students on a programme that is being discontinued, students will be offered the opportunity to transfer to another programme at BCPC or supported to transfer to a similar training elsewhere.

Section 2. Assessment of a range of risks to the continuation of study

- 2.1 The risk of BCPC being unable to continue as a learning provider due to financial issues is deemed to be **low**. Our key mitigating strategies consist of a comprehensive governance framework with external auditing of financial management, strategic decision making and planning evidenced by the BCPC annual report & financial statements and periodic external assurance reviews.
- 2.2 BCPC has the additional security of owning its own premises in the centre of Bath. If BCPC had to close as a training provider the General Reserves in cash and the BCPC building would be available to refund and compensate affected students and settle any outstanding liabilities.



2.3 The risk of loss of validation with the University: if, for whatever reason the University decides to no longer validate the MA Programme, BCPC will work to identify an alternative validating partner, with a view to putting this arrangement in place for the academic year following the University's decision. Students already enrolled with Middlesex University would continue towards achieving the award within a reasonable timeframe.

2.4 Loss of PSRBs accreditation; BCPC Diploma courses are currently reaccredited for a further 5 years from 2021. BCPC as a training organisation was described by assessors as a 'long standing and robust training provider' and commended for its good practice. BCPC enjoys a close collaborative relationship with its main PSRB, the UK Council for Psychotherapy, and senior staff members are closely involved with the development of training standards.

2.5 Recruitment failure and reduction in numbers of students enrolling on the course is at present an extremely low risk factor. BCPC has been running training programmes since 1984 and enjoys an excellent reputation as a training provider; enrolment numbers have continued to show significant increase over the last 5 years.

2.6 The risk of closure due to lack of suitable teaching staff is extremely low. Within BCPC there is a high staff retention and a stable teaching team year on year with a clear career progression within the programme. There is a large pool of suitable trainers to draw from within the BCPC community of practitioners as well as other sources, and vacancies, when they arise, attract good quality applicants.

2.7 The risk of loss of placement providers which are required for training provision has become a moderate risk with loss of public funding and the effects of the pandemic. BCPC is mitigating this risk in several ways; by expanding the role of a placement liaison officer; by providing its own low-cost service as a student placement; and by applying for grant funding to subsidise low-cost services provided to clients of practitioners-in-training.

2.8 Our approach to risk management and business continuity planning is agile and responsive. Operational risk registers are reviewed regularly at a senior level providing a mechanism for the escalation of any issues which might impact business continuity to our Board of Trustees.

This document should be read in conjunction with our Cancellation and Refunds Policy which can be found on our public webpages <https://www.bcpc.org.uk/training-withbcpc/our-policies>