



CRITERIA FOR THE RE-ACCREDITATION OF ADMP UK PROFESSIONAL PROGRAMMES.

1. GENERAL REQUIREMENTS

1. These Criteria apply to professional programmes previously accredited by ADMP UK.
2. Where updates have been made to the *Criteria for Accreditation of ADMP UK Professional Programmes*, applications for re-accreditation are required to conform to the updated Criteria.

2. APPLICATION PROCESS

1. All correspondence must go via the Council and ETC Chairs. It is advisable to send all correspondence by ordinary post and e-mail.
2. The initial request for re-accreditation is made by email to the Council and ETC Chairs by the applicant institution.
3. The Council and ETC Chairs request two copies and an electronic version of the documentation listed below and inform members of the Education and Training Committee (ETC). The Treasurer will advise the Institution of the procedural costs at this point.
4. All documentation is to be sent to the Council and ETC Chairs six months before reaccreditation is due.
5. Where there is a possible conflict of interest within either the Council or the ETC, this needs to be declared and the individual/s will not take part in any re-accreditation process or decision.
6. A reader will be appointed as recommended by ETC and approved by Council.

3. DOCUMENTATION REQUIRED

- a. Annual Programme Review
- b. Latest External Examiners' report
- c. Confirmation of current academic validation.
- d. Statement of compliance with published *Criteria for Accreditation of ADMP UK Professional Programmes*.
- e. Student handbooks, including research and clinical placement
 - i. Placement Report
 - ii. Range of placements
 - iii. Organisation and administration of placements
 - iv. Copies of placement contracts
 - v. Evidence of placement monitoring
- f. Evidence of placement/supervision ratios
- g. Staffing & Resources
 - i. Evidence of adequate staffing resources with reference to the Criteria for accreditation

4. Assessment of the Documentation

1. The documents will be assessed by the Reader, who reports to both the Council and ETC Chairs, in regard to the current accreditation criteria of ADMP UK, United Kingdom Council for Psychotherapy/ Health Care Professions Council and Quality Assurance Agency (QAA).
2. If the documentation meets the published criteria then an 'Accreditation Panel' will be appointed by the ETC and with the Council's approval and the visit will be arranged.
3. In the event that the application fails to meet these criteria, the Council and ETC Chairs will inform the institution of the specific areas and ask for the documentation to be revised and resubmitted. The applicant institution may be advised that they can appoint an external consultant(s), appropriate to the deficiencies of the application, to help them in devising the course. If documentation is resubmitted a further charge will be made.

5. APPOINTMENT OF THE ACCREDITATION PANEL AND THE VISIT

1. If the Reader's Report meets the published criteria, then the ETC, with the Council's approval, will appoint an accreditation panel. The appointed panel is made up of two experienced DMPs, who have no conflict of interest, and a scribe. The DMPs will have extensive clinical experience and a sound understanding of education and training issues. One of the DMPs will be appointed as Chair of the Accreditation Panel.

2. ETC may advise the panel of specific areas that they would like clarified with the institution. In this case an email is sent to the institution - with the Council's approval - which highlights the areas to be discussed.
3. The Chair of the accreditation panel will, with the assistance of the ETC Chair, co-ordinate the dates and times of panel meetings, agree and draw up the agenda for the visit and liaise with the institution.
4. Prior to the visit to the institution, the panel will consult together to clarify the issues that each panel member wishes to raise and a format for questions will be agreed.
5. Following a brief panel meeting at the end of the visit, informal feedback will be given to the institution.

6. The Visit Report

1. The scribe notates the proceedings of the visit and, following the day of the visit, will complete a draft report.
2. Panel members will receive and approve the scribe's draft report.
3. When the panel agrees a draft report, it is sent to the institution for comment and factual agreement.
4. The final report, together with comments from the institution, goes to ETC for review.

7. Re-accreditation

1. ETC advises Council on final requirements, recommendations and commendations.
2. Council responds to the institution, via the Council and ETC Chairs, with a copy of the report including an appendix of requirements, recommendations and commendations.
3. ADMP UK accreditation is awarded in the event of (a) there being no requirements or (b) all requirements have been fulfilled.

Contact details for all correspondence: chair@admp.org.uk