



ANNUAL DOCUMENTATION REVIEW

2025-26

To help you navigate the changes we've made following our annual documentation review, we've compiled this comprehensive document, which clearly outlines all document changes and important updates. Broken down into sections (Specifications, Tutor Guides, Candidate Guides, Customer Service Statements, CR Forms, BACP APQ), you can use this as a reference guide to find out about the changes most relevant to your qualifications and delivery, quickly and easily.

Some key highlights are:

- Information related to the recent approval of Higher Technical Qualification (**HTQ**) status for TC-L4.
- Qualification recognition by the National Counselling and Psychotherapy Society (**NCPS**) for CSK-L2, CST-L3 and CAST-L3.
- Professional Qualification Recognition by the National Counselling and Psychotherapy Society (**NCPS**) for TC-L4.
- Details of **SCoPEd** competency mapping across Columns A and B for our higher-level qualifications.
- Clarity around the correct usage of the terms '**RPL**' and '**Entry Requirements**', found in Form CR2 and our Entry Requirements and Recognition of Prior Learning Policy.

The full record of amendments made to CPCAB documents are detailed in the following pages:

Specifications

ALL QUALIFICATION SPECIFICATIONS

Section 1: Qualification Information - Entry Requirements: Added link to [CPCAB's Entry Requirements and Recognition of Prior Learning \(RPL\) Policy](#).

CSK-L2, CST-L3, CAST-L3

Section 6: Fit for Purpose - Counselling & Psychotherapy Career Progression – Text added:

This qualification has been given [Recognised Qualification status by the National Counselling & Psychotherapy Society \(NCPS\)](#). This qualification has been assessed and deemed to have met the standards expected for introduction level training for Counselling and Psychotherapy.

This qualification forms an important part of a progression route in counselling training, but on its own, it does not allow a graduate to practice as a qualified counsellor, gain entry to an Accredited Register or refer to themselves as 'a specialist' in the subject matter unless they have other qualifications/training to support this.

LCS-L3

Section 6: Fit For Purpose – Text added:

Candidates undertaking LCS-L3 have the opportunity to apply for Associate Membership with the [Association for Coaching](#) which has its own ethical framework.

TC-L4

Front page: HTQ Ref number added HTQHS5071. HTQ Logo added.

Section 1: Qualification Information - Purpose Statement - Text added:

This qualification has been approved by Skills England as a Higher Technical Qualification (HTQ). HTQ status confirms that the CPCAB Level 4 Diploma in Therapeutic Counselling (TC-L4) meets nationally recognised, employer-defined occupational standards, and that it prepares candidates effectively for skilled employment in the counselling sector. HTQ approval signifies national recognition of the quality, relevance, and rigour of this qualification.

Section 1: Qualification Information - Funding - Text updated:

This qualification is approved as a Higher Technical Qualification (HTQ) by Skills England and is eligible for government-backed funding routes.

For Centres with Existing Funding Status:

Centres that hold an Advanced Learner Loan (ALL) facility or are registered with the Office for Students (OfS) in England can offer this qualification with access to relevant student finance options, subject to meeting the Department for Education (DfE) criteria.

For Centres Without Funding Status:

Centres not currently holding an ALL facility or OfS registration can still deliver the HTQ-approved qualification. Candidates will continue to benefit from the qualification's recognised quality, employer relevance, and progression opportunities.

The link to the government website which provides details of funding for this qualification can be found here: [DfE: funding rules, rates and formula](#)

Section 1: Qualification Information - Entry Requirements updated with inclusion of CAST-L3.

Section 1: Qualification Information – Progression – Text added:

Candidates who complete the CPCAB Level 4 Diploma in Therapeutic Counselling (TC-L4) also benefit from its status as a Higher Technical Qualification (HTQ). This national recognition confirms the qualification meets employer-defined occupational standards, enhancing its value in the labour market. The HTQ designation supports candidates' employability by demonstrating their readiness for skilled roles in counselling and related professional settings.

Additionally, the HTQ status facilitates progression opportunities into higher education pathways, including Level 5 counselling qualifications, degree-level study, or advanced professional development. Overall, the HTQ approval strengthens both career and academic routes for candidates, aligning their achievements with national skills priorities and funding frameworks.

Section 6: Fit for Purpose – Text added:

This qualification has been given [Recognised Professional Qualification status by the National Counselling & Psychotherapy Society \(NCPS\)](#) and, subject to the Society's terms and conditions, is a route onto a national register of counsellors which is accredited by the Professional Standards Authority. Learners studying this qualification will receive a qualification certificate showing dual logos of the CPCAB and NCPS.

Section 7: Progression Routes – Text added:

This qualification forms Stage 1 of the Open University BSc (Hons) Counselling. Subsequent completion of both CBT-L5 and PC-L5 also entitles candidates to a 60-credit exemption for module D241 (Exploring Mental Health and Counselling) on Stage 2 of the Open University BSc (Hons) Counselling.

CBT-L5

Section 1: Qualification Information - Entry requirements updated:

CPCAB Diploma in Therapeutic Counselling (TC-L4) or an equivalent level 4 or above qualification of at least 300 GLH, aligned to SCOPED Column A competences. Plus appropriate pre TC-L4 training.

Please see:

- [CPCAB Candidate Entry Requirements](#) for criteria considered important in selecting applicants for a programme leading to CBT-L5.
- [CPCAB's Entry Requirements and Recognition of Prior Learning \(RPL\) Policy](#).

Section 1: Qualification Information - Progression – credit transfer to university study included:

[Credit transfer to university study such as Open University BSc \(Hons\) Counselling.](#)

CYP-L5

Section 1: Qualification Information - Entry requirements updated to make equivalence clearer in line with SCoPEd column A requirements:

CPCAB Level 4 Diploma in Therapeutic Counselling (TC-L4) or an equivalent level 4 or above qualification of at least 300 GLH, aligned with SCoPEd Column A competences. Plus appropriate pre-TC-L4 training.

Section 1: Qualification Information - Progression – Text added:

- *Credit transfer to university study such as [Open University](#).*

Section 3: Assessment – Minimum Requirements – Text added under ‘Types of Evidence’:

- *Review of 15-minute transcript of clinical work – can be part of tutor observed skills assessment.*

PC-L5

Section 1: Qualification Information - Purpose Statement – Text added:

This qualification meets the competencies of [The Scope of Practice and Education for Counselling and Psychotherapy](#) (SCoPEd) Column B and with sufficient practice hours provides candidates with a route to membership and accreditation with professional associations in counselling approved by the [Professional Standards Authority \(PSA\)](#) e.g. BACP, NCPS, ACC.

Section 1: Qualification Information - Entry requirements updated to make equivalence clearer in line with SCoPEd column A requirements:

CPCAB Level 4 Diploma in Therapeutic Counselling (TC-L4) or an equivalent level 4 or above qualification of at least 300 GLH, aligned with SCoPEd Column A competences. Plus appropriate pre-TC-L4 training.

Section 1: Qualification Information - Progression – Text added:

- *Credit transfer to university study such as [Open University BSc \(Hons\) Counselling](#)*

Section 2: Qualification Summary Learning Outcomes and Assessment Criteria – New assessment criteria in green font, updated assessment criteria in blue font.

TSCU-L6

Section 1: Qualification Information - Entry Requirements: Added CPCAB Level 5 Diploma in Counselling Children and Young People.

Tutor Guides

USM-L2

Appendix 1: Learning Outcomes 6 – Text added:

'research local and national provision of drug and alcohol services'.

CSK-L2/CST-L3/CAST-L3

Section 1: Introduction for Tutors - NCPS recognition included:

*This qualification has been given **Recognised Qualification** status by the National Counselling & Psychotherapy Society (NCPS). This qualification has been assessed and deemed to have met the standards expected for introduction level training for Counselling and Psychotherapy.*

This qualification forms an important part of a progression route in counselling training, but on its own, it does not allow a graduate to practice as a qualified counsellor, gain entry to an Accredited Register or refer to themselves as 'a specialist' in the subject matter unless they have other qualifications/training to support this.

Section 8: External Verification - Removed reference to specific months for EV visits.

LCS-L3

Section 1: Introduction for Tutors – Text added:

Candidates undertaking LCS-L3 can apply for associate membership with the Association for Coaching which has its own ethical framework.

Section 8: External Verification - Removed reference to specific months for EV visits.

LC-L4

Section 1: Introduction for Tutors – Text added:

Candidates undertaking LC-L4 can apply for Associate Membership with the [Association for Coaching](#) which has its own ethical framework. Upon successful completion of LC-L4, they are eligible to gain Individual Member status within the organisation.

Section 8: External Verification - Removed reference to specific months for EV visits.

TC-L4

Front page: HTQ Logo added

Section 1: Introduction for Tutors – Text added:

This qualification meets all the requirements of [The Scope of Practice and Education for Counselling and Psychotherapy \(SCoPEd\) Column A](#) and provides candidates with a route to membership and accreditation with professional associations in counselling approved by the [Professional Standards Authority \(PSA\)](#) e.g. BACP, NCPS, ACC.

The mapping document which provides a comprehensive overview of how SCoPEd competences in Column A map to the assessment criteria of CPCAB Level 4 Diploma in Therapeutic Counselling (TC-L4) can be [found here](#).

This qualification has been given [Recognised Professional Qualification](#) status by the National Counselling & Psychotherapy Society (NCPS) and, subject to the Society's terms and conditions, is a route onto a national register of counsellors which is accredited by the Professional Standards Authority. Learners studying this qualification will receive a qualification certificate showing dual logos of the CPCAB and NCPS.

Where this qualification is offered by a centre approved to deliver the [British Association for Counselling and Psychotherapy \(BACP\) Approved Practitioner Qualification \(APQ\)](#) version of the TC-L4, learners can be assured that the qualification is quality checked annually by the BACP, and tutors and candidates work within the BACP Ethical Framework for the Counselling Professions. Learners studying this version will also have the opportunity to sit the BACP Certificate of Proficiency (CoP) facilitated at their centre and will receive a qualification certificate showing dual logos of the CPCAB and the BACP.

Higher Technical Qualification (HTQ) Status

The CPCAB Level 4 Diploma in Therapeutic Counselling (TC-L4) is officially approved as a Higher Technical Qualification (HTQ) by Skills England. This approval confirms that the qualification meets rigorous, employer-defined occupational standards and is nationally recognised for preparing candidates for skilled roles in counselling.

As tutors, you are delivering a qualification endorsed for its quality and labour market relevance. It is important to communicate the significance of the HTQ status to learners, highlighting the enhanced employability benefits and their eligibility for government-backed funding schemes where applicable.

Section 7: Internal Moderation, Verification and Internal Quality Assurance – Text added:

The HTQ status of this qualification reflects the thorough quality assurance processes CPCAB follows to maintain national standards. This external recognition supports CPCAB's commitment to developing high-quality, employer-relevant qualifications. Tutors play a key role in maintaining these standards through effective course delivery and assessment in line with CPCAB requirements.

Section 8: External Verification - Removed reference to specific months for EV visits.

PC-L5

Section 1: Introduction for Tutors – Text added:

This qualification meets the competencies of [The Scope of Practice and Education for Counselling and Psychotherapy \(SCoPEd\)](#) Column B and with sufficient practice hours provides candidates with a route to membership and accreditation with professional associations in counselling approved by the [Professional Standards Authority \(PSA\)](#) e.g. BACP, NCPS, ACC.

The mapping document which provides a comprehensive overview of how SCoPEd competences in Column B map to the assessment criteria of the CPCAB Level 5 Diploma in Psychotherapeutic Counselling (PC-L5) can be [found here](#).

Appendix 1: Learning Outcomes, Assessment Criteria and Guidance for Tutors - New assessment criteria in green font, updated assessment criteria in blue font.

Candidate Guides

CSK-L2/CST-L3/CAST-L3

Section 1: Introduction to Candidates – Text added:

This qualification has been given [Recognised Qualification status by the National Counselling & Psychotherapy Society \(NCPS\)](#). This qualification has been assessed and deemed to have met the standards expected for introduction level training for Counselling and Psychotherapy.

This qualification forms an important part of a progression route in counselling training, but on its own, it does not allow a graduate to practice as a qualified counsellor, gain entry to an Accredited Register or refer to themselves as 'a specialist' in the subject matter unless they have other qualifications/training to support this.

LCS-L3

Section 1: Introduction for Candidates – Text added:

Candidates undertaking LCS-L3 can apply for Associate Membership with the [Association for Coaching](#) which has its own ethical framework.

LC-L4

Section 1: Introduction for Candidates – Text added:

Candidates undertaking LC-L4 can apply for Associate Membership with the [Association for Coaching](#) which has its own ethical framework. Upon successful completion of LC-L4, you are eligible to gain Individual Member status within the organisation.

TC-L4

Front page: HTQ Logo added

Section 1: Introduction for Candidates – Text added:

This qualification meets all the requirements of The Scope of Practice and Education for Counselling and Psychotherapy (SCoPEd) Column A and provides you with a route to membership and accreditation with professional associations in counselling approved by the Professional Standards Authority (PSA) e.g. BACP, NCPS, ACC.

The mapping document which provides a comprehensive overview of how SCoPEd competences in Column A map to the assessment criteria of CPCAB Level 4 Diploma in Therapeutic Counselling (TC-L4) can be found [here](#).

This qualification has been given Recognised Professional Qualification status by the National Counselling & Psychotherapy Society (NCPS) and, subject to the Society's terms and conditions, is a route onto a national register of counsellors which is accredited by the Professional Standards Authority. When studying this qualification you will receive a qualification certificate showing dual logos of the CPCAB and NCPS.

If you are studying at a centre approved to deliver the British Association for Counselling and Psychotherapy (BACP) Approved Practitioner Qualification (APQ) version of the TC-L4, you can be assured that the qualification is quality checked annually by the BACP, and tutors and candidates work within the BACP Ethical Framework for the Counselling Professions. When studying this version you will also have the opportunity to sit the BACP Certificate of Proficiency (CoP) facilitated at your centre and if successful will receive a qualification certificate showing dual logos of the CPCAB and the BACP.

Higher Technical Qualification (HTQ) Status

The CPCAB Level 4 Diploma in Therapeutic Counselling (TC-L4) is approved as a Higher Technical Qualification (HTQ) by Skills England. This means the qualification meets nationally recognised occupational standards set by employers and is designed to prepare you for skilled roles in counselling. Understanding your qualification's HTQ status can help you appreciate its value to your career progression and employment prospects.

Progression Supported by HTQ Status

Your Level 4 Diploma in Therapeutic Counselling's HTQ status demonstrates that your qualification meets employer-defined standards and prepares you well for skilled employment. This national recognition can enhance your employment prospects and supports further study opportunities, such as Level 5 qualifications, degree courses, or advanced professional development within counselling or related fields.

PC-L5

Section 1: Introduction for Candidates – Text added:

This qualification meets the competencies of [The Scope of Practice and Education for Counselling and Psychotherapy](#) (SCoPEd) Column B and with sufficient practice hours provides you with a route to

membership and accreditation with professional associations in counselling approved by the Professional Standards Authority (PSA) e.g. BACP, NCPS, ACC.

The mapping document which provides a comprehensive overview of how SCoPEd competences in Column B map to the assessment criteria of the CPCAB Level 5 Diploma in Psychotherapeutic Counselling (PC-L5) can be [found here](#).

Appendix 1: Candidate Learning Record

New and updated assessment criteria and guidance.

Customer Service Statement

The processing timeframe for Tutor CVs has been amended:

- Processing Tutor CVs within 15 working days of receiving sufficient information.

CR Forms

CR11 & CRO

Clarity around when centres are required to apply for an extension request. Standard periods of automatic extension made clearer, 3 months for lower levels, 1 year for Level 4 and above.

CR2 and Entry Requirements/RPL policy

Clarity around the correct usage of the terms RPL and Entry Requirements.

Entry requirements are set out by CPCAB and centres are expected to carry out appropriate checks on candidates to ensure they meet these. The form CR2 is provided to keep a record of entry requirement decisions, particularly where candidates have not completed CPCAB qualifications previously and are presenting an equivalent qualification. Confirmation within the policy that asynchronous distance learning qualifications do not count as equivalent Guided Learning Hours (GLH) when applying the Entry Requirements.

The Entry requirements for Level 5 qualifications have been updated to align with SCoPEd progression options.

Clarity on the role of RPL in CPCAB qualifications.

RPL is only possible in the case of candidates transferring to year 2 of TC-L4 from another centre where they have completed a CPCAB TC-L4 year 1. In rare circumstances candidates may request to RPL an equivalent qualification to compensate for the TC-L4 year 1. In this case we advise centres seek guidance from CPCAB on RPL mapping to ensure the minimum qualification requirements are met.

BACP APQ

https://www.cpcab.co.uk/public_docs/an-introduction-to-the-tc-l4-bacp-approved-practit

New updated information document on the APQ, including the context of its development, delivery requirements and the application process.