

2021 - 2023

|  |
| --- |
| **Please complete form WORD PROCESSED ONLY** |
| Full Name: | Title: |
| Email Address: | Date of Birth: |
| Address: |
| Mobile Number: |
| **FOR OFFICE USE ONLY** |
| Date of Receipt: | Application Number: | Deposit: | Registration: |
| STA / BED | M / T / W | AM / AFT / PM | Allocation # |
| *It is essential that whilst on this course you provide The Training Centre with a personal email address that other people do not have access to. A work email address or group family email is not acceptable due to the sensitive nature of some correspondence that you may have with your tutor.* |

**PREFERRED TRAINING LOCATION**

Please identify your **first and second** preference (where applicable) of training time and location:

**BEDFORD** The Counselling Foundation

Tavistock Yard

58 Tavistock Street

Bedford

MK40 2RD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | 1st  | 2nd  |
| Morning | Monday | 10:00am – 1:30pm |  |  |
| Evening | Monday | 6:00pm – 9:30pm |  |  |

**ST ALBANS** The Counselling Foundation Training Centre

 College Yard

 Lower Dagnall Street

 St Albans

AL3 4PA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | 1st  | 2nd  |
| Morning | Wednesday | 10:00am – 1:30pm |  |  |
| Afternoon | Wednesday | 2:00pm – 5:30pm |  |  |
| Evening | Wednesday | 6:00pm – 9:30pm |  |  |

*Dates, times and course venues are set according to demand and so are subject to change. The Training Centre reserves the right to cancel and rearrange the courses if recruitment does not reach the minimum numbers. Any monies paid for cancelled courses will be refunded.*

**ABOUT YOU**

**Please complete form WORD PROCESSED ONLY and answer the questions below noting that all answers will be kept strictly confidential.**

1. **What has led you to make your application to join the Diploma Course Programme now?**
2. **Please list relevant counselling courses attended of at least one year’s duration:**
3. **What experience of counselling work or work within a helping relationship do you have?**

Please be specific about the nature and extent of your work and whether it is in a voluntary or paid capacity.

#### Please give an account of significant life experiences/changes/loss and how you feel towards them (between 250 – 500 words).

#### Details of any significant emotional or physical illness

Please indicate if you have received personal counselling, psychotherapy, psychoanalysis or any sort of psychiatric help any time in your life. Please state any illness for which you have been treated in the last two years:

1. **Have you received treatment in the last 3 years for any form of addiction? If so, please state briefly.**
2. **Do you have any special needs/disabilities, which we should be aware of when considering your application? If so, please state briefly.**

#### Have you, or a family member, had contact with one of our Counselling Centres; either in the past or currently?

*If yes, please specify which centre and the nature of the involvement.*

Please note that subject to circumstances, a criminal record will not necessarily prevent you from becoming a Diploma qualified counsellor. Trainees are required to hold Disclosure & Barring Service (DBS) prior to and for the full duration of their placement.

#### Have you ever had any convictions (spent or unspent), cautions or pending cases that are not protected under the Rehabilitation of Offenders Act (1974)?

*If yes, please supply details noting that all details will be kept strictly confidential.*

#### Is there anything else you would like to let us know about yourself, your circumstances or your application?

#### How did you hear about our training courses?

#### COURSE FEES

**A payment of £425 (£125 registration fee and £300 deposit) is payable at the time of application.**

You may cancel your application and you will be refunded all monies any time up to 14 days from receipt of your application form. After 14 days the registration payment of £125 is transferrable, but non-refundable. The deposit will be taken off your course fees if you are successful in securing a place on the course. Please note the £300 deposit is refundable in the event that your application is unsuccessful. You will be informed of this decision in writing by the **9th July 2021**. Any refund will be paid within 30 days of notification.

Payment of the deposit allows you to apply and be considered for (but not guaranteed) a place on the course. Our courses are likely to be oversubscribed and places are limited. We therefore encourage early applications and those applicants who return their form by **the 9th April 2021** will be eligible to take advantage of an early booking discount when this year’s course fees are paid in full, prior to the start of the course.

**PAYMENT OPTIONS**

For those students starting the Diploma year 1 training in 2021/22 the course fees with be **£4,505** + **£125 registration fee.**

If you would like to discuss a personal payment plan, please email training@counsellingfoundation.org before you submit your application form.

Following payment of your **£125 registration fee and £300 deposit**, the balance of the fees can be paid via one of the following options.

**PLEASE TICK OR CROSS ONE OF THE FOUR OPTIONS BELOW:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **√** | **OPTION 1** | **REMAINING BALANCE** | **DEPOSIT** | **10x MONTHLY PAYMENTS** | **PAYMENT DATE** |
|  | Instalments | £4,205 | £1,795 | £241.00 | Deposit and Direct Debit information to be received within 14 days of offer |
| **Monthly payments start in September 2021 and run to June 2022** |

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | **OPTION 2** | **REMAINING BALANCE** | **PAYMENT DATE** |
| **\*Only for applications received by 9th April 2021\*** |
|  | Earlybird payment**Save £415** | £3,790 | To be received within 14 days of offer |

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | **OPTION 3** | **REMAINING BALANCE** | **PAYMENT DATE** |
|  | Payment in full**Save £315** | £3,890 | To be received within 14 days of offer |

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | **OPTION 4** | **REMAINING BALANCE** | **PAYMENT DATE** |
|  | Payment by employer**Save £315** | £3,890 | Payment to be received within 30 days from invoice date |

**SUPERVISION FEES**

Supervision fees will only apply once a student has secured an Internal Placement. Information on placements will be sent to students at the beginning of the academic year.

Students are not guaranteed an Internal Placement and will need to apply for a placement of their choice.

The fee for internal supervision for Diploma year 1 training in 2021/22 will be **£810**.

Upon offer of an Internal Placement during the academic year these fees can be paid in three instalments of **£270, over three months**. The supervision fee will need to be paid before students start to see clients. Please contact the finance team for more details of this option.

External placement fees will be listed in the placement document that you will receive at the start of the academic year.

**PAYMENT METHODS**

**BANK TRANSFER**

Payment is preferred by electronic bank transfer. Please use the details below to transfer payment over to The Counselling Foundation. **Please reference all bank transfers with your surname.**

|  |  |
| --- | --- |
| **ACCOUNT 1** | **ACCOUNT 2** |
| **Barclays Bank** | **CAF Bank** |
| **Account name** | The Counselling Foundation | **Account name** | The Counselling Foundation |
| **Account number** | 30459291 | **Account number** | 00083770 |
| **Sort code** | 20-92-54 | **Sort code** | 40-52-40 |
| **Business Number** | 2713806 |
| **Charity Number** | 1014988 |

**INVOICE**

You can pay via invoice which is sent to the email address on this application. With this method you can use a debit or credit card or PayPal to make payment.

**DIRECT DEBIT**

Direct Debit payments are to be set up before the course starts in September. Information on how to set these up will be sent once you have been given an offer.

**PAYMENT BY EMPLOYER**

If your fees are being paid by your employer, please complete the information below:-

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Contact Name |  |
| Contact Email Address |  |
| Telephone Number |  |

*For queries around payment of the course fees, please e-mail* *accounts@counsellingfoundation.org*

*or call 01727 868 585 option 4.*

**PERSONAL THERAPY**

Students who would like to apply for the Diploma and Advanced Diploma should be with therapists who work in a way that is congruent with the psychodynamic approach, and meet the minimum requirements set out by the Counselling Foundation Training Centre. Students are required to be in weekly personal therapy six months prior to the Diploma course commencing.

**THERAPIST CRITERIA**

**QUALIFICATIONS**

* Advanced Diploma/Post-Graduate level and above
* Evidence of at least 2 years training in the psychodynamic model

**EXPERIENCE**

* 3 years post-qualifying experience
* Currently working from a psychodynamic orientation

**THEIR ACCREDITATION**

With one of the following professional bodies:  BACP, UKCP (Psychodynamic Section), BPC.

**RELATIONSHIP WITH THE COUNSELLING FOUNDATION**

The Counselling Foundation reserves the right to withhold consent if, in its reasonable opinion, it is not in the best interests of the student to commence work with that therapist. Including, without limitation, where the therapist in question does not have a constructive relationship with The Counselling Foundation.

**THERAPIST FORM**

**Please enter your therapist’s details here (use BLOCK CAPITALS):**

|  |  |
| --- | --- |
| Name of Therapist |  |
| Address |  |
| Postcode |  | Telephone |  |
| Therapist email address |  |
| Therapist’s Training Organisation |  |
| Date started |  | Frequency |  |

#### REFERENCES

**INTERNAL AND EXTERNAL APPLICANTS**

**Referee 1:** We would like a character reference from someone who knows you in a work or training capacity but is **neither a member of the Foundation staff** **or a student on any of our courses**. Your Foundation Certificate tutor will provide the selection panel with a report on your work in the seminars.

|  |  |
| --- | --- |
| Name  |  |
| Address |  |
| Postcode |  | Telephone |  |
| Email address |  |

**EXTERNAL APPLICANTS ONLY**

**Referee 2:** We would like an academic reference from your previous Course Tutor.

|  |  |
| --- | --- |
| Name  |  |
| Address |  |
| Postcode |  | Telephone |  |
| Email address |  |
| Name of college/university |  |
| Name of course |  |
| Date started |  | Date Ended |  |

**INTERVIEWS**

Applicants attending an interview will need to demonstrate personal qualities relevant to therapeutic practice and training. Each interview will be conducted by a Counselling Foundation Programme Tutor, Seminar Tutor or clinical colleague and will last about an hour. During this time applicants will be offered the opportunity to ask any questions about the Course Programmes.

Diploma interviews will take place w/c **Monday 14th June and Monday 21st June 2021.** Please keep these dates free and let the training team know when you would not be available during this time.

**SELECTION CRITERIA**

Offers of a place are determined by the application and interviews. Upon request by the Training Office ONLY, references may also be considered. Successful completion of the previous course does not constitute entry onto the next stage of training.

**DATA PROTECTION**

Your details will be maintained on our electronic systems to allow us to contact you about your application and the course, including to ask for feedback. Your details will not be shared with other organisations. You can unsubscribe at any time by contacting training@counsellingfoundation.org

|  |  |
| --- | --- |
|  | I give permission for my details to be used to contact me about this and selected other courses at the Foundation |
|  | I give permission to be contacted about this course only. |

**TERMS AND CONDITIONS**

I am applying for the Diploma in Psychodynamic Counselling Skills & Theory course (2021-23) on the basis of the Course Brochure and this Application Form. I have read and understood the Terms and Conditions of this course as outlined on the course web page <http://www.counsellingfoundation.org/training/diploma-in-psychodynamic-counselling/>

I accept that the cost of this course will be as stated above, and I agree to pay this fee either in full before the course begins or in the above instalments.

Should I withdraw from the course for any reason during the year, I accept that I remain liable for the course fees calculated as the sum of:

1. fees for sessions that have taken place prior to your withdrawal/deferral date (based on a pro rata calculation of the whole year course fees over 30 sessions per annual course) plus,
2. fees for 10 weeks of term time from the withdrawal/deferral date (calculated pro rata based on a 30-week annual course).

This also applies if you withdraw or defer before the start of the academic year and after the 14-day cancellation period; in which case, you are liable for fees calculated at 10 weeks based on a 30-week annual course Our courses are a contract for services which is completed when we have finished providing the services for the current academic year.

I understand that the Foundation reserves the right not to run a course if recruitment does not reach required numbers. In this event any monies paid will be refunded to me.

I confirm that the information given in this application form is true, complete and accurate. No information requested or other relevant information has been omitted.

I accept that failure to disclose a conviction, or pre-existing medical or mental health condition which later comes to light may result in withdrawal, suspension or deferral of a place on the course.

|  |  |
| --- | --- |
| Signed: |  |
| Print Name: |  |
| Date : |  |

**CHECKLIST**

**The following documents need to be sent with your application:**

* Completed and signed Application Form
* A copy of an up-to-date CV
* Your completed Equal Opportunities Form
* Proof of the payment of your non-refundable registration fee of £125
* Proof of the payment of your £300 deposit
* Details of your references (external applicants only)

*Equal opportunities forms can be found on the website:* <http://www.counsellingfoundation.org/training/diploma-in-psychodynamic-counselling/>

**HOW TO SUBMIT**

Due to the current situation, we are unable to accept any posted application forms. Please email your application form to training@counsellingfoundation.org in either a word or PDF format.

**DEADLINE**

The deadline for Foundation Certificate application forms is the **24th May 2021**. Subject to availability, we may be able to accept late applications, however this is not guaranteed.

**CONTACT US**

If you have any questions regarding the application process, please email the training team on training@counsellingfoundation.org or call 01727 868 585 option 3 for training.

Pease note that during the current situation there might be a delay in responding to phone messages and we would suggest emailing in the first instance.