



Admissions Protocol for the Spurgeon's College BSc (Hons) Integrative Counselling and BSc (Hons) Integrative Counselling (Top up)

Document Control Box	
Document title (include version number if amended within same year as approved)	Admissions protocol for the Spurgeon's College BSc (Hons) Integrative Counselling and BSc (Hons) Integrative Counselling (Top up)
Reference Number	016/24
Approval category (Please indicate)	
Governance/Governor	x
MPRIG Executive/Other Committee (insert name)	
Senior Staff (insert name)	
Date document approved	15/5/24
Supersedes (insert previous title and/or version date)	
Date document last reviewed and/or updated	
Date next due for review	Nov 24
Related statutes or regulations	
Related policies/procedures/guidance/forms	Admissions Policy
Staff member responsible for update	Head of Admissions and Placements

Amendment History

Version	Revision Summary	Date Approved	Author



Protocol for the Admission of candidates for the Spurgeon's College BSc (Hons) Integrative Counselling and BSc (Hons) Integrative Counselling (Top up)

1. This protocol provides detailed guidance for admission to Spurgeon's College validated undergraduate counselling degree programmes.
2. All qualifying counselling applicants are invited for a series of interviews, which will include a discussion about the personal characteristics the course will be looking to develop (See Appendix A). If potential students voice unwillingness, or display an inability, to develop these characteristics throughout the course, they are unlikely to be admitted to the course.
3. A maximum number of 30 students per year will be accepted on each of the BSc (Hons) Integrative Counselling and BSc (Hons) Integrative Counselling (Top up).

BSc (Hons) in Integrative Counselling

4. The minimum academic qualifications for admission to the BSc (Hons) in Integrative Counselling are the following:
 - a. GCSE in English and Maths – Grade 4/C or equivalent.
 - b. Two A levels grade C or above (64 UCAS points).
 - c. Level 2 and Level 3 skills-based counselling certificates or equivalent.

Entry to the programme is at level 4.

5. *Alternative Entry:* Applicants without the qualifications detailed in paragraph 4 may be admitted to the degree as follows:
 - a. A personal statement outlining the reason for applying for the course.
 - b. A standard 1000-word assignment on a counselling topic set by the counselling department.

- c. Level 2 and Level 3 skills-based counselling certificates or equivalent. Samples of work must be provided.

BSc (Hons) in Integrative Counselling (Top up)

6. The minimum academic qualification for admission to the BSc (Hons) in Integrative Counselling (Top up) is a CPCAB Level 4 Diploma in Therapeutic Counselling or equivalent recognised level 4 counselling qualification. Entry to this programme is at level 5.
7. All level 5 and 6 counselling students need to obtain a satisfactory enhanced DBS check for work within their designated placement provider¹. Safeguarding training will be given at level 4.
8. The College will not normally admit anyone under the age of 18. Any exceptional case where an applicant fulfils the normal academic requirements will be referred to the Admissions Committee in consultation with the Director(s) of the Counselling department.
9. All students need to supply evidence that they are lawfully in the UK and entitled to study here over the full duration of their course.

English Language Qualifications

10. Applicants who are non-UK citizens or non-native speakers will be required to meet specific English language requirements as laid out by UKVI in order to be able to study at Spurgeon's College. This has to be a Secure English Language Test (SELT). A minimum test result of 6.5 is required for the overall test and for both the reading and writing components. The College will comply with the relevant and current Home Office legislation.

Student Visas

11. Non-UK or Irish citizens living outside of the UK (International Applicants) can only be admitted to the course if they have a valid Student Visa. International Applicants will need to have received an official Confirmation of Acceptance for Studies (CAS) from the College before they can proceed to apply for their Student Visa. The College will only issue a CAS subject to careful verification that they fulfil the Student Visa criteria laid down by the UK Government (Home Office and UKVI). A CAS is issued at the discretion of the college and the International Student Committee. The college can only issue a CAS for a full-time course which is taught in-person.
12. International Applicants are invited to an interview (via a suitable digital platform) to discern their suitability for the course. They will need to provide documentary evidence proving they meet the requirements for a UK Student Visa.

¹ This will be processed by the placement provider.

Right to study in the UK

13. All students are required to prove they have the right to study within the UK, in line with the latest UKVI requirements.

Disabilities or Learning Support Needs

14. Applicants are strongly encouraged to disclose any disabilities, health issues whether physical or mental, or learning support needs which might impact their studies. The College will make all reasonable adjustments for such students, but where there are concerns about a student's ability to undertake their desired course, the procedures in the College's Fitness to Study policy are followed. Where appropriate, it is advisable that accepted and eligible students apply for a Disabled Students' Allowance as early as possible to enable support to be in place before they begin their studies.

Appeals Procedure

15. The College considers all applicants fairly and effectively against the published entry requirements and in line with its policies and procedures. It will provide feedback on request to applicants whose application has been unsuccessful to enable them to reflect on their progress through the application process. Feedback is usually given in writing, at the discretion of the Head of Admissions. To request feedback, applicants should contact the admissions staff.
16. If applicants or prospective students are dissatisfied with the outcome or treatment of their application, the following procedure applies:
 - a. The appeal must be sent to the College in writing within four weeks of the outcome.
 - b. The appeal must clearly outline the reasons why the applicant believes the decision is incorrect.
17. On receiving the appeal, the College will undertake the following review of the original decision:
 - a. The Admissions Committee will discuss the appeal and make a response to the applicant within four weeks of the appeal request being received.
 - b. If the applicant wishes to appeal further against the decision of the Admissions Committee, this must be lodged with the College within a further two weeks of receiving the outcome of the Admissions Committee decision.
 - c. At this stage the appeal will be passed to the Principal, whose decision is the final stage of the College appeals process.
18. Candidates whose appeal is refused by the Principal have the right to appeal to the Office of the Independent Adjudicator.

Appendix A:

Characteristics for Counselling Training at Spurgeon's College

The following paragraphs outline the characteristics we wish to observe and develop in a student on a Counselling degree at Spurgeon's College. Whilst our students will work in different sectors within the profession, we consider these competencies and characteristics to be universal across different counselling contexts. As they grow and develop to reach their potential, we would wish to see students continue to demonstrate these characteristics and competencies in their professional development upon leaving the college.

Professionalism

- The ability to operate within a professional and ethical framework.
- The ability to incorporate awareness of difference and diversity in academic and professional practice as set out in the Equality Act 2010.
- The ability to use team-working skills in learning environments and in a professional context.
- To understand the importance of confidentiality and its limitations in client work.
- The ability to recognise the need for personal and professional support and to know when to consult supervisors.

Assessment

- The ability to make an assessment of the client's problems and suitability for therapy across a variety of mediums in short and long term work.
- The ability to draw upon knowledge and symptomology of mental health issues in concert with counselling theory.
- The ability to understand the role of psychiatric drugs in managing mental health problems.
- The ability to assess risk alongside duty of care and legalisation to work ethically and safely in client work.

Relationship

- To maintain appropriate professional and personal boundaries.
- The ability to form a therapeutic alliance with clients.
- The ability to reflect upon a client's cultural identity and understand how this may inform their work.
- The ability to recognise and understand the power dynamic between counsellors and clients and how this influences all therapeutic work.
- The ability to end a session well as well as the therapy as a whole.

Knowledge and skills

- The ability to articulate the rationale and philosophy of their own therapeutic integration.
- The ability to cope with the intellectual and academic requirements of ongoing counselling practice.
- The ability to be able to make use of and reflect upon life experiences and how they help or hinder the therapeutic process.
- To develop competency in, or the aptitude to develop generic professional skills, including: literacy, numeracy, information technology, administrative skills, self-management skills, communication and interpersonal skills.

Self-Awareness and Reflection

- The requirement for self-awareness, maturity and emotional stability in both academic practice and counselling work.
- The ability to respond to constructive feedback openly and without defensiveness.
- The ability to make use of and reflect upon life experiences.