



## Admissions Protocol for Candidates for the Counselling and Psychotherapy Central Awarding Body Courses at Spurgeon's College

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### Amendment History

Version	Revision Summary	Date Approved	Author
011/21	CPCAB entry requirements clearly listed for each level; Para 9 about dual-relationship has been added; Clarified English Language requirements (para 17); Clarified student visas are not available for these Courses (para 18).	25/3/21	

<b>Version</b>	<b>Revision Summary</b>	<b>Date Approved</b>	<b>Author</b>
010/22	Para 4b, 6 & 9 amended to reflect the new CPCAB position that their level 2 & 3 courses may also now be delivered online or in blended format; Para 5: Added to clarify the College process; Para 7: added 'external' assessment, for clarity; Para 12: clarified that interview processes will usually be face to face for all candidates, but they may opt to be interviewed by Zoom if they choose; Para 16 added to clarify English language requirements for non EAL students.	24/2/22	Admissions Committee
028/22	Added need to join professional body para 8; English Lang qualifications required from level 2 upwards; Para 21 fitness to study procedures of the professional body are studied	23/6/22	Counselling Dept
001/23	Equal consideration dates added & para 6. Added point 5M and 8D.	8/2/23	Admissions Committee
063/23	Removed equal consideration date for L2; removed diploma information; Added detail for Level 2 evening courses; Added para 8 regarding emotional resilience.	17/12/23 by Gov Group	Admissions Committee
012/24	Added right to study paragraph as Ed amendment	4/3/24 by Gov Group	Admissions Committee



## Admissions Protocol for Candidates for the Counselling and Psychotherapy Central Awarding Body Courses at Spurgeon's College

1. This protocol provides guidance for admission to courses validated by the Counselling and Psychotherapy Central Awarding Body (CPCAB) delivered at Spurgeon's College.
2. Admissions to the CPCAB Counselling Courses (levels 2 and 3) are administered by the Admissions Department.
3. Applicants are considered for admission on to the CPCAB Level 2 Certificate in Counselling Skills Course based on the published entry requirements found in the current CPCAB Qualification Specification document<sup>1</sup> for the course, which are that candidates must be:
  - a) Aged 18 years or over.
  - b) Able to cope with course content.
  - c) Able to translate intra-personal experience into language.
  - d) Able to benefit from self-development.
  - e) Motivated towards developing as a helper.
  - f) Emotionally stable.
  - g) Able to identify reasons for training beyond just personal development.
  - h) Able to provide references (centre option).
  - i) Aware of difference and diversity.
4. Applicants are considered for admission to the CPCAB Level 3 Certificate in Counselling Studies Course based on the published entry requirements found in the current CPCAB Qualification Specification document<sup>2</sup> for the course, which are that candidates must be:
  - a) Aged 19 years or over.
  - b) Qualified in CPCAB Level 2 Certificate in Counselling Skills (online, face-to-face or blended delivery format) or equivalent / Recognised Prior Learning of at least 75 Guided Learning Hours.
  - c) Able to translate intra-personal experience into language.
  - d) Able to benefit from self-development.
  - e) Emotionally stable.
  - f) Able to provide evidence of personal insight.
  - g) Able to form a counselling relationship.
  - h) Aware of difference and diversity.
  - i) Able to cope with course content.

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<sup>1</sup> [https://www.cpcab.co.uk/public\\_docs/csk-l2\\_specification](https://www.cpcab.co.uk/public_docs/csk-l2_specification)

<sup>2</sup> [https://www.cpcab.co.uk/public\\_docs/cst-l3\\_specification](https://www.cpcab.co.uk/public_docs/cst-l3_specification)

- j) Able to identify reasons for training beyond just personal development.
  - k) Motivated towards developing as a counselling practitioner.
  - l) Able to provide references (centre option).
  - m) Able to provide an example of their marked written work from Level 2 or equivalent (such as a reflective learning journal or essay).
5. All applications for the daytime Level 3 Certificate in Counselling Studies course will be considered on 15 November. Preference will be given to those candidates who are currently studying the Level 2 certificate at the College.
  6. All Applications for the evening Level 3 Certificate in Counselling Studies course will be considered on 15 April. Preference will be given to those candidates who are currently studying the Level 2 certificate at the College.
  7. Applicants for the CPCAB Level 3 Certificate in Counselling Studies Course may be admitted on to the course if they have successfully completed their internal assessment for the CPCAB Level 2 Certificate in Counselling Skills but are still waiting for confirmation of their external assessment results from CPCAB.
  8. Counselling training requires you to be resilient and emotionally secure. Emotional stability is specified by CPCAB as an entry requirement to its accredited courses. This kind of course may not be suitable for candidates who are currently living with certain emotional difficulties, experiencing recent traumas, loss, addiction, or coping with significant mental health issues. These kinds of issues will be initially assessed at interview and discussed with the applicant. If there are concerns about the candidate's emotional stability further steps will be considered with the applicant. The Fitness to Study Policy might be applied after admission to the course if concerns arise within the course.
  9. It is recognised by counselling Professional Bodies that in counselling training there is potential for harm due to the complications of dual relationships / roles between tutors and students (*Dual roles within the counselling professions: BACP Good Practice in Action 077 Factsheet, September 2022*). The nature of counselling training is primarily relational and as such it is important for applicants to disclose any pre-existing relationships with Spurgeon's tutorial staff. This provides the opportunity to address potential implications for this at the interview stage thereby ensuring professional standards when attending to dual relationships. Tutors need to declare pre-existing relationships by completing and submitting a CR10 form to the CPCAB.
  10. Professional Bodies (for example, BACP and UKCP) generally recommend dual relationships be avoided to prevent detrimental effects and promote professional accountability at all stages of training and practice. At Spurgeon's College we will aim to ensure that this does not provide an unnecessary barrier to recruitment where possible. Therefore, in cases of pre-existing relationships with current tutorial staff, adjustments may be suggested; this could include (where appropriate) another tutor being the student's main assessor / personal tutor, or in some cases it may be advised that the applicant seeks training at an alternative institution.

11. All applicants are invited to an Interview (usually face to face) to meet the counselling tutors, who will assess their suitability for the course, against the set criteria. Applicants may be offered the opportunity to be interviewed by Zoom if this is their preference.
12. The College will not admit anyone under the age of 18 onto a Level 2 CPCAB validated course and under the age of 19 onto a Level 3 validated course.<sup>3</sup>
13. Applicants need to supply evidence that they are lawfully in the United Kingdom and entitled to study here.

### **English Language Qualifications (Level 2 and higher)**

14. Applicants will normally require at least a GCSE English Grade 4 (previously GCSE English Grade C), or the equivalent, in order to study a CPCAB counselling course at Spurgeon's College.
15. Applicants whose first language is not English will be required to meet specific English language requirements, normally at IELTS level 6.5, in order to be able to study at Spurgeon's College

### **Student Visas**

16. Student visas are not available for level 2 and level 3 Counselling courses.

### **Right to Study**

17. 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**

18. 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 Fitness to Study procedures of the relevant professional body will be followed.

### **Appeals Procedure**

19. The College considers all applicants fairly and effectively against the published entry requirements and in line with its 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.
20. If applicants or prospective students are dissatisfied with the outcome or treatment of their application, the following procedure applies:

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<sup>3</sup> See published entry requirements on the CPCAB website for details: <http://www.cpcab.co.uk>

- 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.
21. 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 appeal process.
22. Candidates whose appeal is refused by the Principal have the right to appeal to the Office of the Independent Adjudicator.