



## Protocol for the Admission of candidates for the Counselling and Psychotherapy Central Awarding Body Courses at Spurgeon's College

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<b>Staff member responsible for update</b>	Linda Campbell

### 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 14); Clarified student visas are not available for these Courses (para 15).		



## Protocol for the Admission of 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 all the Counselling Courses (levels 2, 3 and 4) 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 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
  - j) Able to identify reasons for training beyond just personal development

<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)

- k) Motivated towards developing as a counselling practitioner
  - l) Able to provide references (centre option)
5. Applicants are considered for admission to the Level 4 Diploma in Therapeutic Counselling Course based on the published entry requirements found in the current CPCAB Qualification Specification document<sup>3</sup> for the course, which are that candidates must be:
- a) Aged 19 years or over
  - b) Able to identify reasons for training beyond just personal development
  - c) Able to provide references
  - d) Academically and emotionally able to cope with this level of training
  - e) Able to work with difference and diversity
  - f) Possess personal qualities of imagination, intuition, openness and ability to benefit from self-development
  - g) Able to form a therapeutic relationship
  - h) Self-aware, and have insight, honesty and integrity
  - i) Emotionally stable and the absence of personality disturbance
  - j) Able to challenge and be challenged
  - k) Able to respond sensitively and empathically to others
  - l) Capable to begin working with clients within an agency setting
  - m) Intending (and actively seeking) to begin work with clients during year 1 of the programme

In addition, applicants for the Level 4 Diploma in Therapeutic Counselling must have obtained both the CPCAB Level 2 Certificate in Counselling Skills and the CPCAB Level 3 Certificate in Counselling Studies, or their equivalent.

6. Entry to the first year of the CPCAB Level 4 Diploma in Therapeutic Counselling Course will be possible for applicants who have not yet completed their assessment for CPCAB Level 3 Certificate in Counselling Studies. However, such applicants must successfully complete CPCAB Level 3 Certificate in Counselling Studies prior to entry into the 2nd year of CPCAB Level 4 Diploma in Therapeutic Counselling Course.
7. Applicants without both the CPCAB Level 2 Certificate in Counselling Skills and the CPCAB Level 3 Certificate in Counselling Studies, or their equivalent, will not normally be admitted to the Level 4 Diploma in Therapeutic Counselling.
8. Any consideration of Recognition of Prior Learning must be consistent with requirements of the current published version of the CPCAB Recognition of Prior Learning (RPL) Policy document<sup>4</sup>.
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*, December 2018, p.12). 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

<sup>3</sup> [https://www.cpcab.co.uk/public\\_docs/tc-l4\\_specification](https://www.cpcab.co.uk/public_docs/tc-l4_specification)

<sup>4</sup> [https://www.cpcab.co.uk/public\\_docs/recognition-of-prior-learning-rpl-policy](https://www.cpcab.co.uk/public_docs/recognition-of-prior-learning-rpl-policy)

staff at the point of application. This provides the opportunity to address potential implications for this at the interview stage thereby ensuring professional standards when attending to dual relationships. 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.

10. All applicants are invited to an Interview Day to meet the counselling tutors, who will assess their suitability for the course, against the set criteria.
11. Spurgeon's College recognises that it is the responsibility of the student's placement setting to apply for an Enhanced DBS check. The College strongly advises that prospective applicants ensure that an Enhanced Disclosure is in place before commencing their placement.
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 or Level 4 CPCAB validated course.<sup>5</sup>
13. Applicants need to supply evidence that they are lawfully in the United Kingdom and entitled to study here.

### **English Language Qualifications (Level 3 and higher)**

14. 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**

15. Student visas are not available for Counselling courses.

### **Disabilities or Learning Support Needs**

16. Applicants are strongly encouraged to disclose any disabilities, health issues whether physical or mental, or learning difficulties 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.

### **Appeals Procedure**

17. The College considers all applicants fairly and effectively against the published entry requirements and in line with its procedures. It will provide feedback on

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<sup>5</sup> See published entry requirements on the CPCAB website for details: <http://www.cpcab.co.uk>

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 Director of Admissions. To request feedback, applicants should contact the admissions staff.

18. 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.
19. 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 final.
20. Candidates whose appeal is refused by the Principal have the right to appeal to the Office of the Independent Adjudicator.