



Protocol for the admission of candidates to the Certificate in Pastoral Supervision

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Amendment History

Version	Revision Summary	Date Approved	Author
059/23	Added para 5&6 to clarify interviews. Other minor grammatical changes.	30/10/23	Admissions Committee
011/24	Added right to study paragraph as Ed amendment	4/3/24 by Gov Group	Admissions Cttee



Protocol for the Admission of candidates to the Certificate in Pastoral Supervision, in association with the Institute of Pastoral Counselling and Supervision

1. The Professional Certificate in Pastoral Supervision (formerly known as the Certificate in Reflective Practice and Pastoral Supervision) is taught in association with the Institute of Pastoral Counselling and Supervision.
2. Admission to the course is the responsibility of the Pastoral Supervision Team in conjunction with the Admissions Department.
3. Applicants are considered for admission on to the course who have relevant experience required for the course. See Appendix A.
4. All applicants will be interviewed to discern their suitability for the course.
5. Applicants who attend a Taster Day will be interviewed on that day, provided they have submitted an application form and references have been received.
6. Applicants who attend a taster day without having submitted an application form will have a discernment interview on that day. A follow up interview will be arranged once an application form and references have been received.

English Language Qualifications

7. Applicants whose first language is not English may 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

8. Student visas are not available for the Pastoral Supervision Course.
9. However, where the course is being offered solely via remote learning platforms then international students may apply. International students will be admitted providing they meet the criteria for the course and the English language requirements.

Right to Study

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

Disabilities or Specific Learning Needs

11. Applicants are strongly encouraged to disclose any disabilities, health issues (whether physical or mental), or specific learning 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.

Appeals Procedure

12. 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 Director of Admissions in consultation with the Counselling Tutor. To request feedback, applicants should contact the admissions staff.
13. 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.
14. 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.

Appendix A: Relevant experience required for the course

- You are currently engaged in pastoral and/or ministerial work in your context.
- You have supervisory responsibilities within your setting where you can practise and apply your learning.
- You wish to offer pastoral supervision.
- You have good listening skills.
- You comply with your professional Code of Ethics.

This experience is tested at interview.