



## **CPPD ADMISSIONS POLICY AND PROCEDURE**

### **1. AIMS**

- 1.1 CPPD has developed this Admissions Policy and Procedure in order to inform and support applicants through the course admission process.
- 1.2 To ensure that CPPD establishes and maintains clear procedures for the scrutiny and admission of applicants to our programmes that are fair, clear, explicit and readily accessible.
- 1.3 To ensure that CPPD's admissions decisions are made by assessing applicants consistently and equitably.
- 1.4 To ensure that no one receives less favourable treatment on grounds of any protected characteristic.
- 1.5 To ensure that disabled students are enabled to access and participate in our programmes of study and that applications from people with disabilities, learning difficulties and particular learning needs are encouraged.

### **2. SCOPE**

- 2.1 This Admissions Policy outlines the processes and information related to the admission of students to CPPD courses.
- 2.2 This Admissions Policy informs all aspects of student recruitment.

### **3. ROLES AND RESPONSIBILITIES**

#### *Course Co-ordinator's Responsibilities*

- 3.1 The Course Co-ordinator is responsible guiding applicants to CPPD through the admissions process. This includes: providing applicants with information about accessing Application Forms; collating completed Applications Forms; booking attendances at Small Group Sessions and Interviews; and answering ad-hoc queries with respect to CPPD and the training such as: admissions process, and general programme details such as duration, content, and fees.
- 3.2 The Course Co-ordinator is also responsible for administering the student registration process including inputting enrolment information, checking and recording identification and qualifications documents and processing references.

## 4. PRINCIPLES

- 4.1 The normal qualifications required for entry to programmes at different levels are set out in this Admissions Policy, and are approved by the External Examiner.
- 4.2 The authority to admit applicants to a programme is held by CPPD Directors.
- 4.3 BACP designates specific criteria for admission onto the accredited programme. The Directors are responsible for ensuring that CPPD adopts this criterion.
- 4.4 Applicants must ensure that they provide full, complete and accurate information to us, and do not omit any material information. Applicants must provide additional information if we ask for it and undertake, interviews or other selection.
- 4.5 Applicants must comply with the deadlines we lay down for submitting applications and for responding to offers. Applicants who do not meet their responsibilities to us may be denied admission or have their offers withdrawn.

## 5. POLICY

- 5.1 CPPD welcomes applications from students from diverse backgrounds with appropriate qualifications, whether traditional or non-traditional, academic or vocational.
- 5.2 CPPD considers applicants to our training solely on the basis of their merit, ability and potential.
- 5.3 CPPD aims to admit all applicants who have, in our judgement, a reasonable expectation of completing the training and achieving the standard required for the award.
- 5.4 CPPD aims to treat all applicants as individuals and with fairness; we make reasonable adjustments to our admissions process as well as to our course delivery in order to ensure that we meet the needs of applicants with disabilities.

## 6. ENTRY REQUIREMENTS

### *Certificate in Humanistic Integrative Counselling*

- 6.1 Training is open to those with a first degree or relevant previous training, for example in health care or social work, and those without formal qualification but equivalent suitable life experience.
- 6.2 Personal maturity and the ability to cope with the emotional, intellectual and time demands of the course.

### *Diploma in Humanistic Integrative Counselling*

- 6.3 Successful completion of the CPPD Certificate in Humanistic Integrative Counselling or an equivalent foundation in counselling course of a minimum of 120 hours of training. This course must have included basic counselling skills, self-development.
- 6.4 A willingness to undertake a minimum of 40 hours of personal therapy throughout the duration of the training.
- 6.5 Personal maturity and the ability to cope with the emotional, intellectual and time demands of the course.
- 6.6 The ability to accumulate 120 client hours through a suitable placement.
- 6.7 A willingness to undertake fortnightly supervision throughout the duration of the training, outside of the course training hours.
- 6.8 An ability to demonstrate self-awareness and awareness of self in relation to others.

### *Advanced Diploma in Humanistic Integrative Counselling*

- 6.9 Successful completion of the CPPD Diploma in Humanistic Integrative Counselling.
- 6.10 A willingness to undertake a minimum of 40 hours of personal therapy throughout the duration of the training.
- 6.11 Personal maturity and the ability to cope with the emotional, intellectual and time demands of the course.
- 6.12 The ability to accumulate 120 client hours through a suitable placement.
- 6.13 A willingness to undertake fortnightly supervision throughout the duration of the training, outside of the course training hours.

## **7. ADMISSION PROCEDURE**

### *Certificate and Diploma*

- 7.1 Applicants complete the CPPD course application and personal statement.
- 7.2 The form will be reviewed by the Course Co-Ordinator in liaison with the Course Director to assess entry requirements and course level.
- 7.3 Suitable applicants will be invited to attend a small group interview conducted by a CPPD Director. This interview will last for approximately one hour.
- 7.4 Interviews are designed to create a reflective and supportive environment and interviewees will be asked standardised questions.
- 7.5 Applicants will be informed in writing of the outcome of the interview.
- 7.6 In some cases, applicants may be invited to a further individual interview with a director prior to a decision being taken.
- 7.7 Feedback about the interview will be offered to all unsuccessful applicants with an aim to support their successful application in the future.
- 7.8 Successful applicants will be offered a place subject to references .

### *Advanced Diploma*

- 7.9 Students complete an internal application form co-signed by their tutor and supervisor.