

## **Course Admission Guidelines**

### **Certificate in The Foundations of Counselling and Psychotherapy**

v1.16

#### **Course Description**

The Certificate in the Foundations of Counselling and Psychotherapy is a one-year course running from January to November each year that offers a thorough grounding in basic counselling skills from a spiritual perspective that embraces the psychodynamic, humanistic, and transpersonal approaches.

The course comprises one evening a week from 6.30-8.30pm. The Foundation Course is delivered in person at CCPE in Little Venice.

More information can be found on our website at <https://ccpe.org.uk>

#### **Entry Requirements**

The current Foundation course entry requirements require applicants to have:

- Sufficient relevant life experience and resilience
- Personal maturity and a willingness to reflect deeply
- An interest in personal and spiritual development including a willingness to enter personal psychotherapy.
- A capacity to listen and respond in a group with respect and openness to difference.
- Evidence of skills and capacity for essay writing and academic work at certificate level

#### **Additional requirements**

- The use of psychedelic drugs or psychedelic drug therapies is not allowed while training at CCPE. Trainees who arrive for the course under the influence of any type of intoxicating substance will be refused admittance and may put their place on the course in jeopardy. The welfare of staff and students is paramount. CCPE cannot monitor the taking of drink or drugs by trainees.

Due to the volume of applications received each year, please be advised that those who are not accepted onto the foundation will not be provided explicit detail for why their application has been denied.

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## **Requirements for Award of the Foundation Certificate**

Upon completion of the course successful candidates will be awarded a certificate in the Foundations of Counselling and Psychotherapy. The criteria for successful completion are as follows:

- Students are required to be in Psychotherapy with a recognised Psychotherapist for 40 hours, the majority of which must be during the course.
- Two written assignments: one on counselling theory, the other to demonstrate the student's personal development during the course.
- A minimum of 80% attendance of course lectures and 100% attendance of the weekend seminars.

The course can serve as a preparation for the Centre's four-year professional Diploma in Counselling and Psychotherapy training (UKCP accredited).

For those hoping to go on to the Diploma training, a place on the Foundation course does not guarantee a place on the Diploma Clinical training. There are more applicants than there are places. Further, the diploma training is not suitable for everyone, and some applicants may need to do more personal work before trying again another year.

## **Initial contact**

Interested potential applicants are asked to submit (1) their completed application form and (2) CV detailing their history, qualifications and relevant professional and personal information to [admissions@ccpe.org.uk](mailto:admissions@ccpe.org.uk). The application is reviewed by the Admissions Administrator who makes a preliminary assessment of the applicant's eligibility based on the course entry criteria.

If the applicant meets the basic entry criteria they are asked to pay the admission fee of £85, and then invited to interview with one of the Foundation Interviewers. The interview lasts 50 minutes.

## **Interview**

This interview is used as an information gathering and assessment exercise to ascertain whether the applicant is suitable and ready for training at the Foundation level. It is also an opportunity for the potential applicant to ask questions and to reflect on whether this is the right course to meet their own aspirations.

The interview covers:

- Suitability for the course (qualifications, work experience, life experience)
- Personal qualities and intention

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- Interest/understanding of the spiritual approach to therapy.
- Essay ability
- Personal support whilst in training
- Capacity to pay fees
- Special needs
- Opportunity for applicants to ask questions, to get a feel if this is the right course for them

## **Application**

All applications are considered in line with CCPE's Equal Opportunities policy.

## **CCPE Equal Opportunities Policy**

CCPE promotes equal opportunities for students, clients and staff. CCPE is committed to a policy and practice whereby a student's admission to, and assessment on the foundation course is determined by psychological and relational capacity, personal merit and performance. No applicant as a student or for a staff appointment will be treated less favourably than another. CCPE does not discriminate on the grounds of nationality, race, gender, sexual orientation, age, social class, disability, political, religious or spiritual persuasion or practice. CCPE promotes an Equal Opportunities and a Diversity Policy where students, staff and graduates recognise, respect and value the dignity and diversity of others. This statement also applies to all client practice for students and staff.

## **Foundation Admissions Panel**

The Foundation panel meets weekly during term time. The applicant interview notes, application form, CV, and any other submitted additional information are considered by the Admissions Panel where senior and core staff assess all applications. Decisions are made through an exhaustive review procedure, and as a result, all CCPE admissions decisions are considered final.

## **Offer / Acceptance**

If accepted the applicant is sent an Offer/ Acceptance letter offering them a place on the course. This is subject to the appropriate documentation meeting course entry.

A deposit of £200 is required to secure the offer of a place on the course. Course information relating to fee payments, enrolment etc are then sent to the applicant.

## **Waiting List places**

Where an application achieved the entry requirements, but there are no available places for the year, the applicant may be put on the waiting list. Should a place become available due

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to withdrawal or deferral, even up until the last minute, it will be offered to the wait-listed applicants.

## **Personal Psychotherapy**

Foundation trainees may undertake the 40 hrs of required therapy for the 1-year certificate with a psychotherapist of their choosing so long as the therapist is (1) fully qualified (2) happy to work with the Transpersonal model. However, those planning to pursue the Diploma training, should bear in mind that the 160 hrs associated with the 4-year postgraduate programme must be undertaken with a qualified UKCP registered Transpersonal psychotherapist who is approved by CCPE. This is important for the following reasons:

- CCPE is an experiential training, and the support of a therapist is essential throughout the training.
- Having a UKCP psychotherapist who is open to the CCPE way of working and the spiritual perspective is necessary to allow trainees to experience the specific therapeutic modality they are studying. All trainees must check their therapist is approved by CCPE if they are not a CCPE trained UKCP accredited psychotherapist. We do value and support trainees to continue working with their existing therapists where they are suitably qualified and can demonstrate openness to the spiritual perspective.

Foundation applicants/trainees wishing to carry on to the Diploma are encouraged to secure an appropriate psychotherapist from the start of their training with CCPE. Alternatively, Foundation trainees will be able switch therapists where necessary if accepted onto the Diploma.

Those who wish to find a CCPE therapist for the training, should contact reception at [info@ccpe.org.uk](mailto:info@ccpe.org.uk) or 020 7266 3006 to be booked in for an assessment.

## **Delayed Places**

To formally confirm a delayed offer an accepted applicant must:

- Confirm this intention with [admissions@ccpe.org.uk](mailto:admissions@ccpe.org.uk)
- Submit the full course deposit (please note a place on the following year's training cannot be guaranteed without the deposit) and new contract no later than **31st March**

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Those accepted onto the course may be permitted to 'delay' their offer to the following year. Please note, an offer can only be delayed one time. To delay an offer, accepted students will not need to return their original contract. A new contract and acceptance letter will be sent with fresh dates and costs for the following year of training as soon as these details become available. This should be by end of February/early March.

The deposit is a non-refundable, one-time payment so will not need to be submitted again.

### **Previously applied and didn't accept or delay their place**

Those who choose not to confirm an early place for the following year's training by 31st March, may still be able to have their original application re-considered by the Admissions Panel along with the new stream of applicants, though acceptance at this stage cannot be guaranteed. To have an original application reviewed by the AP after 31st March and before the training commences, please reach out to Admissions. A £25 review fee will be applicable, but a 2nd interview will not be required. Those who delay their offer once and do not take up their place for the new year will lose their deposit and be required to submit a fresh application and sit a new interview for any future in-take.

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