

The Academy:

Sheffield Psychotherapy and Counselling Education



Courses Application Pack 2022

**NB Please send Applications to The Academy: SPACE
The Coach House, 1A Filey Street, Sheffield S10 2FF S.Yorks**

This pack contains

- Aims of the Programme
 - Programme Outline
 - Application and Selection
 - Entry Criteria
- Foundation and Diploma


Full Application Pack and
Taster Course application form
available on

www.counsellingacademy.org.uk


Aims of the Counselling and Psychotherapy Programme


There is an emphasis in ALL our courses on the *relationship* as the basis for change, on the belief in an individual's value, worth and capacity for choice and growth and the need to respond to the *individual*, including our students. Our integrative model draws mainly on humanistic *and* skills-based approaches as well as effectiveness research.


We aim:


 To provide a programme with some flexibility - to enable you to enter at a level that is appropriate for you. For example you may do one (or more) of the following:

- Start with the Foundation course
- Try the Taster module, then consider taking the rest of the Foundation course
- Join our regular Counsellor Development Forum events and CPD workshops.


 To introduce students to concepts and skills from the counselling field which will improve communication in, and understanding of, relationships at home or work.

 To provide students with a foundation that will enhance professional practice as a listening helper in a counselling related role, or prepare for counsellor training

 To enable students, typically mature or changing career paths, to become professional counsellors

 To facilitate the development of professional, reflective, ethical, and effective practitioners who can work with a variety of clients and presenting issues by providing a counselling education that is:

- **Integrative** - this means it brings together a range of theories and skills, to equip listening helpers to understand and work with a variety of people and problems
- **Supportive** and encouraging to help you fulfil your potential
- **Critical** - we want to encourage thoughtful and independent practitioners;
- Meeting, and continuing to meet, professional body requirements as these evolve (such as BACP)
- Enabling practitioners to work sensitively and appropriately in a range of settings, particularly in this Region, so that they will contribute to the further development of the profession in a variety of ways;
- An up to date employment preparation - we believe that preparation for the world of work is an important aspect of training.

 To support these aims by using a team of tutors who are experienced practitioners and contributors to the profession and by maintaining contact and dialogue with local providers of support services.

* *BACP - British Association for Counselling and Psychotherapy*

Counselling Programme Overview

Introduction to Counselling Course

You are invited to enrol for the 5 week Taster Course either as a stand alone module or with a view to enrolling on the full foundation course. We introduce counselling, sometimes called ‘active listening’, skills. You learn about the importance of the therapeutic relationship and the function of each skill. You have a lot of opportunities to practice what you learn in small groups to build your confidence. This module is a mix of some basic theory, ‘doing’ and reflection.

(See Taster Application in this pack)

Foundations of Counselling

Developing Personal Awareness	We introduce you to the importance of personal growth and self-awareness when using counselling skills. A variety of methods helps you develop reflective skills and self understanding. The ‘feel’ of this module is reflective and experiential.
Developing Counselling Skills & Theory	The module introduces a framework to identify and understand counselling principles and associated skills. This Stage Model builds on and extends existing knowledge, skills and understanding already gained from the Foundation course.
Common Personal Problems	This module explores typical life problems that lead people to seek help. A series of specialist speakers talk on specific topics and key issues. You also investigate a topic of your own choice in more depth. The ‘feel’ of this module is different from the two previous ones – more lecture-based, although lectures are interactive.

Professional Diploma in Integrative Counselling and Psychotherapy

Year One	<p>This year prepares you to go out into Placement by giving a good grounding in: theoretical concepts; personal development and the understanding of others from psychological and sociological perspectives; skills development; the practicalities and theoretical underpinnings of assessment; and applying for placements. We also invite Placement Providers to talk to students. The modules you study are:</p> <p>Human and Personal Development Counselling Theory and Skills Social Context Assessment and Referral</p>
Year Two	<p>The second year consolidates and extends your knowledge and skills through developing your understanding and practice in the following modules</p> <p>Professional Skills and Trends Counselling Theory and Skills Clinical Supervision</p> <p>You are prepared for supervision so you understand how to get the most from it. Supervision is in small groups and one-to-one.</p>
Year Three	<p>The third year aims to help you develop your practice further and your own integration. Modules include:</p> <p>Counselling Theory and Skills Comparative Models Clinical Supervision</p> <p>The overall aim of the year is to prepare you for entry to the professional world as a competent and confident practitioner poised to apply for Accreditation after accruing the necessary experience. There may be opportunities to develop areas of specialism.</p>

Academic entry	Counselling Skills Training	Counselling Skills Experience	Personal Development	Personal Qualities	Attendance and Commitment
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<p>We expect that applicants can study at least at the equivalent of first year degree level, or be helped to achieve that level of study by the end of the course.</p> <p>If you have 'A' levels or degree or equivalents, such as a professional qualification, you should meet this entry level.</p> <p>Other (inc. non-standard) qualifications and work-based learning and experience may be considered as equivalent.</p> <p>We will ask to see proof of qualifications. You also need fluency in English and basic Maths and to access the internet,</p> <p>Please give detailed information in the application form and send in a copy of a piece of written work (1000-2000 words, preferably word-processed) which shows your writing skills.</p>	<p>Some candidates have already undertaken some counselling skills training, such as an Introductory course. Other candidates may have relevant in-service (including voluntary work) training and experience. However, many candidates will have no prior formal training at all.</p> <p>It is important to tell us in your application form the number of hours attendance for any counselling skills training you have undertaken.</p>	<p>Some candidates will be in paid employment where counselling skills are a part of their job. Some will use counselling skills in formal voluntary work, whilst some will use them in more informal settings.</p> <p>We prefer applicants to have some experience in a 'people' role.</p> <p>N.B. Students are expected to undertake some work-based learning. Should you wish to progress to counsellor training it is necessary to gain some experience in using counselling skills, e.g. in a voluntary role. It will also help in preparation for thinking about where you might undertake your practice placement for the Diploma.</p>	<p>We look for evidence that you have gained some insight from your life's experience - what you have learned about yourself: how you function internally, how you are in relation to others, and what you understand about how other people function. How might these things make you a better listening helper? This learning may have come in formal ways, such as having counselling yourself.</p> <p>It is not a requirement of this course that you have counselling, but we are interested in your attitude to counselling for yourself and encourage you to experience being a client. It is a requirement for the Diploma course.</p>	<p>We try to ascertain, from your personal statement in the application form, from your references and the interview, whether you have the qualities one would expect in a person who wishes to become a listening helper, for example: openness to experience; an accepting attitude (sometimes called 'non-judgemental') towards others; some understanding of the nature of prejudice; the ability to reflect on life experience.</p> <p>We also have a responsibility to clients and to you to ensure your stability and resilience in undertaking what is a very demanding course. We look for the ability to cope with the demands of the course and working as a listening helper (intellectual, practical and emotional). We also ask you to complete a Personal Statement and a 'Fitness to Practice Commitment and Declaration'.</p>	<p>Consistent and regular attendance is a course requirement. It is essential that you are able to commit to attending at least 80% of each module.</p> <p>In addition you will need time to practice your skills outside the course and to read, reflect and write a Journal and assignments.</p>
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Academic	Counselling Skills Training	Counselling Skills Experience	Personal Development	Personal Qualities	Attendance and Commitment
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<p>The normal requirement is to be able to study at degree level so evidence of ability to study beyond A level will usually fulfil this criterion, preferably with some relatively recent study. You also need fluency in English, GCSE English and basic Maths and to access the internet, We will ask to see proof of qualifications.</p> <p>Other (inc. non-standard) qualifications and work-based learning and experience may be considered as equivalent.</p> <p>Please give detailed information in the application form and send in a copy of a piece of written work (1000-2000 words, preferably word-processed) which shows your essay writing skills and that you can make reference to</p>	<p>Some candidates have undertaken extensive counselling skills training, such as a Certificate in Counselling Skills (1-2 years part-time). Other candidates have a combination of formal skills training and other relevant in-service (including voluntary work) training and experience. We expect at least 100 hours of prior skills training so that you can fulfil the requirements of BACP Accreditation.</p> <p>It is important to tell us in your application form the number of hours attendance for each counselling skills training course you have undertaken.</p>	<p>Some candidates will be in paid employment where counselling skills are a part of their job. Some will use counselling skills in formal voluntary work, whilst some will use them in more informal settings. We expect around 50 hours minimum experience. We are interested in how you have applied your learning since undertaking counselling skills training.</p> <p>N.B. Students are expected to undertake a counselling practice placement From the 2nd year. We offer some help with finding such a placement, but it is helpful to you if you have any opportunities or links available and start thinking about this early.</p>	<p>We look for evidence that you have learned from your life's experience - what you have learned about yourself, how you function internally & in relation to others, what you understand about how other people function, and how these things might make you a better counsellor. This learning may have been in formal ways, such as having counselling yourself.</p> <p>We are interested in your attitude to counselling for yourself and encourage you to experience being a client. It is a requirement that you experience counselling at some point.</p>	<p>We try to ascertain, from your personal statement, references and the interview, whether you have the qualities one would expect in a person who wishes to become a counsellor, for example: openness to experience; an accepting attitude (sometimes called 'non-judgemental') towards others; some understanding of the nature of prejudice; the ability to reflect on life experience.</p> <p>We also have a responsibility to prospective clients and to you to ensure your stability and resilience in undertaking what is a very demanding course and career. We look for the ability to cope with the demands of the course and working as a listening helper (intellectual, practical and emotional). We also ask you to complete a Personal Statement and a 'Fitness to Practice Commitment and</p>	<p>Consistent and regular attendance is a course requirement. It is essential that you can commit to attending at least 80% of each module. You will also need time to read, reflect and write a Journal and assignments.</p> <p>Additionally you need time to attend a placement. This involves the equivalent of a half day per week for up to two years, to see clients, plus work-based requirements demanded by the course and the placement provider, such as attendance at meetings and in-service training.</p>
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The Academy: Sheffield Psychotherapy and Counselling Education

Your Personal Statement

Whether you are applying for a Taster module, Foundation Course or Diploma you are required to submit a personal statement, word processed, of at least one A4 page and no more than 2 A4 pages in length. This should explain how you have come to decide you would like to undertake training in counselling. It is a **personal** statement so should give a sense of you as a person. You should address in your personal statement any items in the Fitness to Practice Declaration to which you have answered YES.

Below are the criteria that BACP requires Accredited courses to apply in selecting candidates for Counsellor training. The entry criteria and entry process for our courses reflect these requirements and you should bear them in mind when writing your personal statement to accompany your application form. We provide you with separate guidance notes for the interview process.

PLEASE ENSURE YOUR PERSONAL STATEMENT HAS YOUR NAME CLEARLY SHOWN AT THE TOP OF EACH PAGE.

Applicants should have the following attributes or the potential for developing them

- 1. Self awareness, maturity and stability*
- 2. Ability to make use of and reflect on life experience*
- 3. Capacity to cope with the emotional demands of the course*
- 4. Ability to cope with the intellectual and academic requirements*
- 5. Ability to form a helping relationship*
- 6. Ability to be self-critical and use both positive and negative feedback*
- 7. Awareness of the nature of prejudice and oppression*
- 8. Awareness of issues of difference and equality*
- 9. Ability to recognise the need for personal and professional support*
- 10. Competence in generic professional skills including: literacy, numeracy, information technology*, administrative skills, self-management skills, communication and interpersonal skills.*

*NB we use email communication and post information on our Virtual Learning Environment so you need basic internet access and skills. Please tell us if this is problematic.

Please attach a recent photograph here

The Academy: S.P.A.C.E.

Courses Application Form

NB Please retain a copy of this form and all enclosures for your own records

Personal Information			
Family Name		Given Name	
Date of Birth		Telephone (landline)	
Address and Postcode		Telephone (mobile)	
		Any Special Learning Needs that we should be aware of to support your studies?	
email			

Course Applied for (tick):		Documents included in your application			
		Please ensure your application is complete prior to submission <i>tick to confirm inclusion</i>			
Foundation		Personal Statement		Piece of written work	
Diploma		Fitness to Practice Declaration		Photo	
		Copies of Certificates Countersigned by a referee who has seen the originals		Diploma (only) Selection Fee £30	
		Two References			

Qualifications (*post 16 only*) EXCEPT Counselling Skills training and qualifications (*see next section*)

Date	Qualification	Grade	Institution

Other relevant training, particularly counselling skills courses

NB it is very important to specify duration (number of hours) for counselling skills training. You may include in-house and informal training

Date	Title/Subject	Duration (hours)	Provider

Employment History

Please note: A complete record is expected - where there have been gaps in employment please indicate why (e.g. full-time parenting/care responsibilities). If you have had a period of short-term temporary posts it is acceptable to group these rather than itemise each one.

From	To	Employer	Position	Reason for leaving

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Reference One (preferably professional). Give this to your referee and ensure it is sent to The Academy

Name of Applicant	
Your Name	
Your Position/ Relationship to the applicant	
Contact details	
Length of time you have known the applicant	
<p>Training in the field of counselling is demanding in terms of time, commitment, personal emotional exploration and academic skills. As the applicant will be working with vulnerable people it is vital they are trustworthy, reliable, genuinely interested in people and able to show empathy towards those different from themselves. They also need to understand the commitment involved in the training and the work. The following headings are to assist you in writing your reference, but feel free to add additional comments, or only comment on what you feel able to, given your knowledge of the applicant.</p> <p>Please give this to the applicant to include with their application. If for any reason you prefer to send a reference direct to the Programme Director please address it to Sally Lee, The Academy: Sheffield Psychotherapy and Counselling Education, The Coach House, 1A Filey Street, Sheffield, S10 2FF marked Addressee Only -CONFIDENTIAL</p>	
<p>Please comment on the applicant's</p>	
<p>Suitability for counselling training (<i>personal qualities, ability to get on with others, ability to form a helping relationship, emotional stability and resilience, personal awareness</i>)</p>	

Your signature

Date

The Academy: Sheffield Psychotherapy and Counselling Education

Reference Two (personal or professional). Give this to your referee and ensure it is sent to The Academy

Name of Applicant	
Your Name	
Your Position/ Relationship to the applicant	
Contact details	
Length of time you have known the applicant	
<p>Training in the field of counselling is demanding in terms of time, commitment, personal emotional exploration and academic skills. As the applicant will be working with vulnerable people it is vital they are trustworthy, reliable, genuinely interested in people and able to show empathy towards those different from themselves. They also need to understand the commitment involved in the training and the work. The following headings are to assist you in writing your reference, but feel free to add additional comments, or only comment on what you feel able to, given your knowledge of the applicant.</p> <p>Please give this to the applicant to include with their application. If for any reason you prefer to send a reference direct to the Programme Director please address it to Gail Evans, The Academy: Sheffield Psychotherapy and Counselling Education, The Coach House, 1A Filey Street, Sheffield, S10 2FF marked Addressee Only - CONFIDENTIAL</p>	
<p>Please comment on the applicant's</p>	
<p>Suitability for counselling training (<i>personal qualities, ability to get on with others, ability to form a helping relationship, emotional stability and resilience, personal awareness</i>)</p>	

Motivation and commitment for counselling training	PTO
Academic and organisational ability/skills	
Reliability and trustworthiness	
Do you know of any reason why the applicant should not undertake this training or work (inc. offences/convictions)?	
Anything else you would like to add?	

Thank you for your time and trouble in completing this reference. Please indicate whether we can contact you for clarification on any point, should the need arise.

I am willing to be contacted with regard to this Reference YES / NO

I am happy for the candidate to see this reference YES / NO

Your signature

Date

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Fitness to Practice Commitment and Declaration

Practitioners in counselling, psychotherapy, and related people-roles are entrusted with the emotional and psychological well-being of people who are vulnerable when they seek help. The practitioner carries, and/or is invested with by the help-seeker, a position of power and authority and thus influence over them. For this reason, emphasis is placed on the ethical obligations and principles of good practice to protect well-being (in line with the BACP Ethical Framework 2002). This includes *self-care*, in a profession which can impact significantly on a practitioner's own health and well-being. We require all students to become NCS or BACP members and undertake a CRB check.

Students on counselling and psychotherapy courses practice their skills on one another and offer their own life and emotional experiences as learning material. It is our responsibility as educators and representatives of the profession, to establish as far as is feasible that candidates and students are not likely to do harm - to fellow students, clients, colleagues, the reputation of the profession, the Academy and Sheffield Hallam University - or themselves to be harmed by the training process, which is emotionally and psychologically demanding.

The Academy reserves the right not to offer a place, and to prevent progression, temporarily or permanently, in the event that an applicant/student is deemed to be unable to meet the ethical and good practice obligations for any reason.

We ask that you

- a) Declare your current and recent fitness to undertake this training and role
- b) Commit to safe and ethical practice in accordance with the BACP Ethical Framework
- c) Agree to notify and discuss with a tutor or Course Leader any issues that may interfere with your capacity to work safely and ethically,

And to do this by completing the following questions and signing the declaration.

Please note: disclosing a history of problems in well-being or behaviour does not necessarily preclude entry to training and practice - indeed it may be considered as a strength, if reflection, productive learning and change has resulted. However, you are expected to discuss the potential impact on your strengths, limitations and capacity to undertake training and the role of listening helper, **and to include this in your personal statement.**

Do you have any condition which impairs your physical ability to sit for extended periods (up to an hour continuously)?	NO	YES - please give details in your personal statement
Have you received any mental health treatment within the last 3 years (e.g. for depression, anxiety, other mental health disorders)?	NO	YES - please give details in your personal statement

Do you suffer from any condition which causes depression; anxiety; panic attacks; mood swings; anger etc; severe pain; excessive drowsiness; inability to sit and to be <i>psychologically</i> present in a helping relationship?	NO	YES - please give details in your personal statement
Have you within the past three years suffered from alcohol or drug dependency or misuse?	NO	YES - please give details in your personal statement
Do you have any record of offences/criminal convictions? <i>(NB You should be aware that even spent convictions can bar you from placements with some employers)</i>	NO	YES - please give details in your personal statement
Have you ever received counselling, psychotherapy or any other form of psychological help?	NO	YES - please give details in your personal statement

Please tick the box by each statement to indicate you have read and understood.

- € I declare that to the best of my knowledge the answers given to the questions above are correct.
- € I declare that there are no known reasons why I should not undertake this training.
- € I am willing to undertake a CRB check prior to any placement activity.
- € I agree to join NCS (National Counselling Society) and/or BACP at the earliest opportunity after enrolling
- € I agree to notify the Course Leader of any significant changes to my health or circumstances which may have an impact on my capacity to work safely and ethically.
- € I understand that the Course Director, in discussion with the teaching team, may temporarily suspend or terminate my participation in any course should circumstances arise which impair my ability to act safely and ethically*.

Signature:

Name

(print)

Date.....

*NB Subject to appropriate procedures and appeals processes

**Guidance Notes for Applicants for Counselling Courses:
Foundations of Counselling and
Professional Diploma in Integrative Counselling and Psychotherapy
(Selection and Interview Stage)**

Please read this carefully to prepare for interview

If your application form demonstrates that you meet the minimum entry criteria you will almost certainly be invited to a selection day, including interview. We know this makes people nervous and that applicants are usually keen to get a place and extremely disappointed if they don't. We hope to make the process as relaxed as possible and offer these notes to prepare you to present yourself well. We are looking for things we cannot gauge from a form, such as:

- o personal qualities*
- o maturity*
- o what you have learned from life experience*
- o your capacity for reflection*
- o attitudes and self-insight, including your own prejudices and attitude to being a client*
- o whether you have prepared yourself for interview and the course by familiarising yourself with the information given
- o your readiness to undertake the course and the likelihood that you will be able to complete your studies successfully.

The course may not be the most suitable one for you; sometimes a candidate is not ready for our very demanding courses (emotionally, academically and practically). We have a normal maximum of 14 places on each course. If you are not offered a place here it does not mean you could not become a good listening helper/counsellor, and you can reapply.

Normally we ask you to take part in an observed group activity and an individual interview of about 20 minutes with one of the core teaching team. We don't have a set of correct answers but attempt to judge how you might be as a potential listening helper/counsellor, how you might fit into the training group, and how prepared you are for a course of this nature. Please prepare to talk about yourself in terms of the questions overleaf: we cover some or all of these aspects in the interview. If you want to bring notes that is fine, but you do not have to read from a script and we will prompt you so you don't have to remember the questions.

You will normally be informed of the result within 2 weeks of the selection day. The possible outcomes are that you will be:

- o offered a definite place
- o offered a conditional place - a condition may be to undertake study to improve academic skills, or to gain more experience or enhance personal development
- o offered a place on the waiting-list (usually one or two places become available nearer the start of the course)
- o not offered a place - you may be advised how to improve your chances for next year's intake if you wish to reapply.

We look forward to meeting you. Good luck.

1) What are your hopes and aims in undertaking Counselling training and why do you want to do this course*?

- a) What are your longer-term goals and your understanding of how this training fits with your employment expectations or opportunities?
- b) For Diploma applicants - What you understand about the course (e.g. the theoretical model it uses, which is integrative)?
- c) We want you to finish this course successfully, so we ask you about
 - ° Financial implications for you
 - ° Planning for academic, study and attendance demands (80% minimum)
 - ° The personal commitment involved and your supports.

2) We ask you tell us about a life experience that has had an impact on you. What insights have you gained about yourself as a result?

- a) We believe counsellors and listening helpers need to be self-aware, in touch with and understand their emotions in order to empathise with others
- b) On the course, for each other's learning, we expect you to be willing to be fairly open, to share and explore your own feelings.

3) What is your learning about yourself, your qualities and skills, from this life experience and any others, including counselling skills or similar training? How have they contributed to making you suitable to be a listening helper or counsellor*? What have you come to understand about your own assumptions and prejudices?

We look for capacity to think and analyse - listening helpers and counsellors need these skills to help others make sense of their experience as well as to cope with the course.

4) What else can you tell us about yourself that, in your view, makes it likely you will be a good listening helper or counsellor? This might include

- o Your organisational skills
- o Ability to work in a team
- o Personal qualities you haven't mentioned so far
- o Work experience.....

Just pick out a few things that seem important to you.

5) **Work Experience.**

Foundation applicants: We ask about your plans to practice your counselling skills.

Diploma applicants: You undertake a practice placement from Year Two, to complete at least 150 hours of counselling. Reliable, suitable placements can be hard to secure: you may feel anxious and have to make a great deal of effort to find one. If you have contacts, ideas about finding a placement or relevant prior experience, this will be very helpful for you. Some agencies have recruitment and training cycles (e.g. Mind, Cruse, SAIL) which do not fit our timetable so you need to approach them early. We offer some, limited, support.

