

**HIGHGATE COUNSELLING CENTRE  
CERTIFICATE IN COUNSELLING SKILLS  
SEPTEMBER 2018 - JULY 2019**

**Selection Criteria and Application Process:**

The selection process is via application form and interview. The following selection criteria will apply:

- No formal qualifications are required;
- Applicants should be aged 25 years or over;
- Applicants should be able to demonstrate an ability to undertake the core elements of the course;
- Ideally applicants will have had some experience in providing support to others.

**Interview:**

If your application is accepted you will be invited to attend an interview. This will be carried out at Highgate Counselling Centre by a member of the training team. A fee of £45.00 is payable to cover administration and interview costs.

**Course Fees:**

The fee for the course is £1,250.00. This can:

- (a) be paid up front by your employer;
- (b) be paid by yourself as a lump sum up front in advance of starting the training course;
- (c) you may choose to pay a place acceptance fee of £250.00 to secure your place on the course, followed by ten monthly payments of £100.00.

Should you choose option (c) above, once you have paid the place acceptance fee, if you choose not to take up the offer of a place on the course, you remain liable for the remainder of the course fees. In addition, should you choose to terminate your training during the course of the programme, or the Training Committee choose to terminate your training, you again remain liable for the remainder of the fees.

In addition, a registration and interview fee of £45.00 applies. This payment can be made via cheque or via a BACS payment. This is payable with your application and is non-refundable. Please contact us for our bank details if making a payment via BACS.

**Next Steps:**

If you wish to apply for a place on the course, please complete an application form together with a supporting statement. Applications are now being accepted and must be submitted by 30 April 2018. Please return your application to:

Kevin Hamilton, Training Manager  
Highgate Counselling Centre  
Tetherdown Hall, Tetherdown  
London N10 1ND

E: [kevin.hamilton@highgatecounselling.org.uk](mailto:kevin.hamilton@highgatecounselling.org.uk)  
T: 020 8883 5428

Please include a cheque for £45.00 made payable to Highgate Counselling Centre to cover the interview costs. Alternatively, you may wish to pay via BACS. Please contact us on 020 8883 5427 or e-mail: [kevin.hamilton@highgatecounselling.org.uk](mailto:kevin.hamilton@highgatecounselling.org.uk) for our bank details.