

# HIGHGATE COUNSELLING CENTRE

Tetherdown Hall, Tetherdown, London N10 1ND

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**Application Form**  
**Diploma in Psychodynamic Counselling**  
**September 2018 - December 2020**  
**A BACP Accredited Course**

Name:	
Address:	
Postcode:	
Tel: (Home)	
Tel: (Mobile)	
Email:	
Date of Birth:	

**1. Employment**

Please give your employers name, job title, dates and indicate whether this was paid or voluntary work:

**Current Employment:**

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**Previous Employment:**

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**2. Qualifications**

Please list your academic and professional qualifications, including dates and institutions:

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**3. Please list any counselling courses you have attended**

In order to be eligible for the Diploma, you must have completed a period of study leading to the award of a Certificate in Counselling Skills, or have adequate experience in a role in the helping professions (see 4 below). Please list dates, training institution(s) and outcome:

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**4. Previous experience in the helping professions**

Please provide details of any experience you have had in the helping professions. This could include one-to-one support work, telephone support work, group work etc.

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**5. Current counselling experience**

Please give details of any **current** counselling work and supervision arrangements (if any). Please indicate the nature and extent of this work and whether it is in a voluntary or paid capacity:

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**6. Experience of previous therapy**

Have you previously been in therapy? Yes / No

If yes, please indicate for how long: \_\_\_\_\_

What orientation? \_\_\_\_\_  
(e.g. psychodynamic, integrative)

**7. Medical History**

Please indicate below any significant illness which has required medication or treatment during the last two years:

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**8. References**

Please list below two referees. One should be someone who knows you in a work or training capacity. If you are currently on a counselling course, one of your referees must be either your tutor or seminar leader. Please indicate the nature of the relationship with the referee (e.g. manager, work colleague etc.). Please include an email address for them if possible.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**9. Supporting statement**

Please attach a separate sheet highlighting:

- a) What has led you to make your application to join the diploma course now?
- b) What you would like us to know about your current personal situation?
- c) Please give an account of a significant experience in your life and how you dealt with it.

Please write no less than 500 words and no more than 1000 words. Please ensure your name is included on the statement.

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**Finally, please circle below how you heard about the course:**

- |                                          |                      |               |
|------------------------------------------|----------------------|---------------|
| Friend/work                              | Counsellor/Therapist | Advertisement |
| HCC Website                              | BACP                 | HCC Contact   |
| Other (please indicate the source below) |                      |               |

**Course fees:**

The fee for the course is £8,500.00. 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 £400.00 to secure your place on the course, followed by 27 monthly payments of £300.00 per month.

Should you choose option (c) above, once you have paid the place acceptance fee, if you do not start the course, you remain liable for the course fees for the first term. Should you later choose to terminate your training during the course of the programme, or the Training Committee choose to terminate your training, you remain liable for the fees of the term during which your training was terminated, plus the following two terms.

I confirm that I have read and accept these conditions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Payment of fees:**

If you are accepted onto the Diploma course, how will you pay for your fees?

Please tick one box as appropriate:

- up front by my employer on receipt of an invoice from Highgate Counselling Centre
- as a lump sum up front paid by myself in advance of starting the training course
- a £400.00 place acceptance fee and 27 monthly payments of £300.00 per month via standing order.

Standing orders are to be paid on the 18th of the month starting in September 2018 and ending in November 2020.

**Next steps:**

Applications should be submitted by 30 April 2018. Suitable candidates will be offered an interview once the application has been received, reviewed and processed. A registration and interview fee of £95.00 will apply.

A cheque to cover this amount should be made payable to Highgate Counselling Centre and enclosed with the application form and personal statement. Alternatively, you may wish to pay this fee via BACS. Please forward your application to:

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

If you are not selected for interview, your cheque will be returned to you. If this has been processed or you have paid the registration and interview fee via BACS, you will be reimbursed.

**BACS Details:**

Highgate Counselling Centre  
CAF Bank  
A/C: 00018507  
Sort Code: 40-52-40

Please use your surname as the reference.

**Please note the following:**

1. The selection process involves at least two interviews.
2. The decision reached by the Training Committee at Highgate Counselling Centre with regard to your application for a place on the course is final. Reasons for declining an application are not provided.
3. Potential students who choose to pay a place acceptance fee of £400.00 to secure a place on the course, but then decide not to start the course remain liable for the course fees for the first term. Should you later choose to terminate your training during the course of the programme, or the Training Committee choose to terminate your training, you remain liable for the fees of the term during which your training was terminated, plus the following two terms.
4. Students may not use participation on the programme itself as a qualification to counsel.
5. All information provided on this form is strictly confidential to Highgate Counselling Centre.

Please tick the relevant boxes below:

- I have read and accept these conditions
- I enclose a cheque for £95.00 made payable to Highgate Counselling Centre to cover the registration and interview fees
- I have paid £95.00 via BACS to cover the registration and interview fees (please provide reference details)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Disability Statement:**

Highgate Counselling Centre is committed to equality of opportunity for people with disabilities. We recognise that some disabilities remain hidden but that it may be important for these to be known to Highgate Counselling Centre personnel. In order to help us to assist you, please answer the following questions:

1. Do you consider yourself to have a disability?

Please tick box                      Yes                          No   

If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act (1995, updated 2005)?

The Disability Discrimination Act (1995, updated 2005) defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.”

Please tick box                      Yes                          No   

2. Is there anything you would particularly like to tell us about your disability?

**Criminal Offences:**

We ask that you make known details of any police cautions, reprimands, warnings or convictions that are likely to be disclosed via the request of an enhanced Disclosure and Barring Service (DBS) check.

Have you ever been cautioned, convicted or received a Police reprimand or warning?

Please tick box

Yes

No

If you have answered yes, please provide details and dates in the box below:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_