



**CERTIFICATE IN COUNSELLING SKILLS  
SEPTEMBER 2021-JULY 2022**

**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 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, but this is not essential.

**INTERVIEW**

If your application is accepted, you will be invited to attend an interview. Ordinarily, this is carried out at Highgate Counselling Centre by a member of the training team. In the event there continues to be Government restrictions in place in September 2021, training will be delivered via a remote platform until we are able to return to face-to-face training.

A fee of £50.00 is payable to cover administration and interview costs.

**COURSE FEE**

The fee for the course is £1,850.00. This can:

- (a) be paid as a lump sum up, front, in advance of starting the training course.
- (b) you may choose to pay a place acceptance fee of £550.00 to secure your place on the course, followed by 10 monthly payments of £130.00 per month (from September 2021 until June 2022).

Should you choose option (b) 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.

**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 30th April 2021. Please email your application to:

Kevin Hamilton  
Training Manager  
Highgate Counselling Centre

[kevin.hamilton@highgatecounselling.org.uk](mailto:kevin.hamilton@highgatecounselling.org.uk)