



**CERTIFICATE IN COUNSELLING SKILLS
SEPTEMBER 2023-JUNE 2024**

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. This will be carried out by a member of the training team via Zoom or at Highgate Counselling Centre (HCC).

A fee of £50.00 is payable to cover registration and interview costs and should be paid when submitting your application.

COURSE FEE

The fee for the course is £2,150.00. This can be paid:

- a) As a lump sum, up front, in advance of starting the training.
- b) Via a place acceptance fee of £550.00 (which secures your place on the course), followed by 10 monthly payments of £160.00 per month. Monthly payments are to be made on 18th of the month, starting in September 2023 and ending in June 2024.
- c) Other: Please contact Kevin Hamilton at HCC to discuss.

Should you choose to pay the place acceptance fee but do not start the course, you remain liable for all remaining course fees. Should you later choose to terminate your training, or HCC terminate your training, again you remain liable for all remaining course 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 14th April 2023. Please email (do not post) your application to:

Kevin Hamilton
Training Manager
Highgate Counselling Centre
kevin.hamilton@highgatecounselling.org.uk