



## **CERTIFICATE IN COUNSELLING SKILLS**

### **January 2025-July 2025**

#### **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.

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

#### **10. COURSE FEE**

The fee for the course is £2,350.00. Please indicate below how you intend to pay these fees:

- As a lump sum, up front, in advance of starting the training.
- Via a place acceptance fee of £850.00 (which secures your place on the course), followed by 6 monthly payments of £250.00 per month. Monthly payments are to be made on the 18th of the month, starting in January 2025 and ending in June 2025. You will be asked to set up a standing order to make these payments.

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 20 December 2024. Please email (do not post) your application to:

Kevin Hamilton  
Training Manager  
Highgate Counselling Centre  
[kevin.hamilton@highgatecounselling.org.uk](mailto:kevin.hamilton@highgatecounselling.org.uk)