Diagram

Description automatically generatedDiploma in Relational Counselling

Application Form

**Confidential**

* Personal details
* How did you hear about us?
* Qualifications/education and training/employment history
* Evidence in support of your application
* Professional bodies
* References
* Access and/or learning requirements
* Declaration

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| --- | --- |
| PERSONAL DETAILS | |
| Surname: | Forename(s): |
| Address & Postcode: | |
|  | |
| Contact number: | |
| Email: | |
| Have you ever worked for the Spark organisation before: Yes/No  If YES, please give full details: | |

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| HOW DID YOU HEAR ABOUT US | | | |
| Social Media | Website | Word of Mouth | Advert |
| Internet Search | Other: | | |

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| QUALIFICATIONS | | |
| University / Training Provider | Date | Course title & level, e.g., PG Diploma |
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| Please give a summary of course content, and total number of hours training: | | |
| OTHER RELEVANT EDUCATION AND TRAINING | | |
| University / Training Provider | Date | Subject, level & grade achieved |
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| EMPLOYMENT EXPERIENCE: most recent first – please include any relevant volunteer experience | | |
| Employer’s Name & Address | Date | Position and main duties |
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| CURRENT MEMBERSHIP OF RELEVANT PROFESSIONAL BODIES | | |
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**EVIDENCE in support of your application**

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| What is your experience of utilising your counselling skills approach? |
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| Please outline your interest in training as a counsellor. |
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| What personal qualities, skills and experience will you bring as a student on this course? |
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| In the areas of the programme listed below, what challenges do you anticipate and what are your strategies to cope with these challenges? |
| *Personal and emotional development.* |
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| *Theoretical understanding.* |
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| *Written assignments.* |
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| *Practice development.* |
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| REFERENCES |
| If you have completed the individual interview stage, and have been invited to a group interview, the Spark will request references from your two listed referees. One referee should be your present or previous HNC in Counselling/ COSCA Certificate in Counselling Skills trainer, and the other a professional character reference (not family or friends).  **Academic Reference**  Name:  Relationship:  Email address:  **Professional Character Reference**  Name:  Relationship:  Email address: |

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| ACCESS OR LEARNING REQUIREMENTS |
| Do you have any access or learning requirements: Yes/No  If yes, please provide details: |
| CRIMINAL CONVICTIONS |
| Do you have any criminal convictions: Yes  No  If yes, please give details on a separate sheet. This should exclude spent convictions under section 4(2) of the Rehabilitation of Offenders Act |

**Data Protection**

The information in this application form will be held securely in accordance with the Data Protection Act 2018 and the Guide to the General Data Protection Regulation (GDPR).

If you are successful in securing a place on the course, your personal data will be sent to SQA for the purposes of entering you for an SQA qualification, certification, and maintenance of your record of attainment.

Please refer to the web address below for SQA’s Privacy Statement on how SQA will use the information collected. [**https://www.sqa.org.uk/sqa/36588.html**](https://www.sqa.org.uk/sqa/36588.html)

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| DECLARATION |
| I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.  *Warning: if you include any details that you know to be false, or if you withhold relevant information, you may render yourself liable to disqualification from the course.*  **Signed:**  **Printed:**  **Date:** |

Please email your completed application form to [Training@thespark.org.uk](mailto:Training@thespark.org.uk)