



## BCPC Admissions Policy

### 1. Introduction

This policy details BCPC's principles and procedures for the admission of students onto its Foundation, Counselling and Psychotherapy courses.

#### 1.1 Principles

BCPC aims to ensure that its admissions process is fair, open and transparent and aims to admit students who, regardless of their background, demonstrate the potential to successfully complete their chosen course of study. BCPC values diversity and is committed to equality and inclusivity in its trainings and students are selected on the basis of their individual merits, abilities and aptitudes.

*The BCPC Equality, Diversity and Inclusivity Policy* is available here:

<https://www.bcpc.org.uk/uploads/files/BCPC-EDI-Policy-Oct-21.pdf>

#### 1.2 Competition & Markets Authority (CMA)

BCPC is compliant with the guidance of the CMA relating to the provision of further education.

- All information provided by BCPC to students and prospective students is correct, up to date and accessible.
- All enquiries from students and prospective students are dealt with promptly by the dedicated office team.
- No changes are made to information provided to students/ prospective students about their course of study without this being communicated to them personally.
- BCPC has a Complaints and Grievances procedure that is signposted to students and forms part of the relevant course handbook.
- BCPC has a clear set of policies and procedures that meet the requirements of the CMA for a Further Education setting and these are available here;  
<https://www.bcpc.org.uk/training-with-bcpc/our-policies>

### 2. Entrance Requirements

#### 2.1 Formal Qualifications

Entry is at undergraduate level of competence for the Counselling Diploma and postgraduate level for the MA/Diploma in Psychotherapy. Applicants without recognised qualifications will be eligible with sufficient prior learning and/or life experience (APL and APEL procedures will apply).

Applicants to both professional trainings need to have completed the BCPC Foundation Certificate or an equivalent course externally. Individuals with little or no prior training should apply directly to Foundation Certificate.

Our detailed entry requirements for our professional trainings, including information about Equivalence to Foundation Training, can be found here:

<https://www.bcpc.org.uk/training-with-bcpc/diploma-entry-requirements>

## 2.2 Principles and Expectations

BCPC requires that applicants to its courses will normally demonstrate the capacity and commitment to develop the following qualities that will make them suitable for work in counselling, psychotherapy or related professions:

- a lively and enquiring mind
- a capacity for critical reflection and self-directed learning
- an ability to listen and respond with compassion and respect
- awareness of prejudice and the ability to respond openly to issues of race, gender, age, sexual preference, class, disability, ethnic, spiritual / religious and cultural difference, and diversity
- awareness and sensitivity in relation to the political, socio-cultural and religious / spiritual contexts of people's lives
- in-depth self-reflection
- self-awareness and commitment to self-development.

Applicants should have sufficient emotional competence and the internal resources necessary to engage with the demands of the training and the work of psychotherapy.

## 3. The Application process

Deadlines for the submission of applications, prospective interview dates, course dates and fees can be found on the BCPC website from mid-late January of the relevant year and are available [here:https://www.bcpc.org.uk/uploads/files/COURSE-INFORMATION-SHEET-2021-22.pdf](https://www.bcpc.org.uk/uploads/files/COURSE-INFORMATION-SHEET-2021-22.pdf)

A BCPC Open Day is held annually in March, and this offers the opportunity to discuss training needs and suitability as well as receiving presentations and information on all our courses. Registration for our open day will be posted on the BCPC website from mid-late January. Open Days and Interviews are preferably held in-person at

the BCPC premises, but arrangements may be made for these to be held online if required.

Once your application has been reviewed you may be invited to an interview. If your application to a Diploma course has not met the criteria you may be offered a place on one of our Foundation courses.

### **3.1 The Interview process**

The interview process is in two parts for all applicants and comprises a group interview in the morning and an individual interview in the afternoon of the same day.

A guide for applicants that includes the Assessment criteria for each part of the interview process can be found here:

<https://www.bcpc.org.uk/uploads/images/Guidelines-for-applicants-to-BCPCs-Professional-Training-11-3.pdf>

## **4. Supporting Diversity**

### **4.1 Applicants declaring a disability or a neurodiverse condition**

BCPC welcomes applications from all prospective students including those who declare a disability and/ or have a neurodiverse condition (e.g., autistic spectrum conditions, specific learning differences like dyslexia, dyspraxia, ADHD). Application decisions are based upon an individual's merits, abilities and aptitudes and determined by the published entry criteria and assessment. Consideration of support requirements are an entirely separate process.

Students with disabilities are encouraged to apply. We will discuss your particular requirements with you in order to identify and accommodate reasonable adjustments to enable you to participate fully. Our premises are wheelchair accessible to the ground floor and we have a stair lift to the basement area in order that classes can be made physically accessible.

Guidance for students and prospective students with disabilities, long term health conditions or specific learning differences can be found here:

<https://www.bcpc.org.uk/uploads/files/BCPC-Guidance-for-students-with-Disabilities1.pdf>

### **4.2 Bursary Information**

BCPC is committed to making learning and employment opportunities in counselling and psychotherapy more accessible to individuals who are of black, Asian and non-white minority ethnic descent as these individuals are under-represented in the counselling and psychotherapy profession.

As part of this commitment BCPC aims, budget permitting, to make bursaries available to individuals from a Global Ethnic Majority background, one for each of the professional Diplomas. When possible, bursaries are offered for the first two years of each course training with a 50% fee remission in each year. There is no bursary offered for Foundation year.

Bursary information will be advertised on our website. Please check with the BCPC Office [officemanager@bcpc.org.uk](mailto:officemanager@bcpc.org.uk) for bursary information for the coming course year.

## **5. Requests for deferred entry**

We are not able to offer prospective students a place on a course other than those commencing in the next academic year. Students are encouraged to apply early in the year for the course they are interested in joining from September of the same year. Once the course is fully subscribed you may be placed on a waiting list in case of withdrawals.

## **6. Applicants declaring a previous criminal conviction**

The nature of the work that we undertake at BCPC means that both staff and students may be working with vulnerable people. All students who are invited to interview will be asked to complete a 'Declaration of convictions, complaints and boundaries 2021-22' form which is submitted with your application. All information remains confidential.

Due to the occupations, posts and activities that students will complete during their training with BCPC under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, any convictions must be noted.

## **7. Fraudulent Applications**

BCPC requires full and complete applications to be received and that all information submitted is accurate and true with no omissions.

If BCPC, at any stage of application or subsequent study, discovers that an offer has been made on the basis of an application, which at the time or later, is found to contain statements or refers to documents which are fraudulent, untrue or misleading, or if key information has been omitted from the application, BCPC reserves the right to cancel an application, withdraw an offer or ask a student to leave their course with immediate effect.

## **8. Appeals**

BCPC is committed to providing a fair and transparent admissions procedure. Applicants must qualify under the published entrance qualifications and there is no right to appeal against a decision not to offer them a place at BCPC unless they believe there has been an unfair process.

Complaints against a decision may only be submitted on the following grounds

- procedural irregularity
- if there is new information which may have affected the decision (with reasons why it was not made available at the time of application)
- if there is evidence of any action or decision which is not consistent with BCPC's admissions procedures or Equality, Diversity and Inclusivity Policy (see 1.1 above).

<b>Policy Ownership</b>	<b>Reviewed and updated</b>	<b>Next Review Due</b>
Director & Management Team	November 2021	November 2024