

ADMISSIONS POLICY

1 INTRODUCTION AND PURPOSE

Heartwood Counselling and Psychotherapy, in consultation with its collaborative partners, determines:

- The entry criteria for each course or programme
- The admission of an individual applicant to a particular course or programme against the entry criteria for that course or programme.

The following Policy and Procedures have been developed as part of Heartwood Counselling and Psychotherapy's commitment to ensuring quality and standards and fairness across all our processes. Heartwood Counselling and Psychotherapy seeks to offer an impartial and clear admissions process which gives all applicants the chance to demonstrate their suitability for their chosen course.

All applicants for a course are assessed against the same entry criteria. Applicants are admitted based on an assessment that:

- They are able to benefit from the study involved.
- They have the capacity to complete the course on which they have chosen and to achieve the prescribed standard for the qualification;
- They satisfy the specific entry requirements for the course.

We work towards an environment where all employees and students can develop to their full potential regardless of gender, disability, race, colour, marital status, ethnic origin, sexual orientation, age and religious or political affiliation.

We are required to eliminate discrimination, harassment and victimisation and promote equality of opportunity by the following legislation:

- Race Relations (Amendment) Act 2000 (RR(A)A)
- Disability Discrimination Act (DDA) 2005
- Equality Act 2010.

2 STAFF INVOLVED WITH THE ADMISSIONS PROCESS

Heartwood Counselling and Psychotherapy ensures that all academic and administrative staff are competent to undertake their role and fulfil their responsibilities in the admissions process. Members of staff who are new to the admissions process are provided with training in the admissions policies and procedures. Heartwood Counselling and Psychotherapy encourages the sharing of good practice among all staff involved in the admissions processes.

3 ADMISSIONS PROCEDURE AND CRITERIA FOR ASSESSING SUITABILITY

All students must contact Heartwood Counselling and Psychotherapy and complete an online web form.

Students enquiring are contacted by a member of the Enrolments team and invited to complete an application form for the relevant course.

Suitability for the course is determined through a combination of entry requirements. Which can include a skills assessment, interview and references.

Each course has specific entry criteria. Selection criteria are published against course information on the website. All decisions on applications are taken in the context of Heartwood Counselling and Psychotherapy policies.

4 REQUIREMENTS FOR QUALIFICATIONS ON ENTRY

Heartwood Counselling and Psychotherapy entry qualifications are set out on the website for each relevant course.

Applicants admitted to Heartwood Counselling and Psychotherapy must provide evidence that they have satisfied the entry requirements and provided documentary evidence that they have obtained the prescribed qualifications or prior learning and experience.

An applicant entering a Level 4 course, should satisfy or expect to meet the general requirements for entry, as well as the specific requirements of their chosen course.

Applicants demonstrate suitability for a Level 4 course in one of the following ways:

- Successful completion of a relevant Level 3 qualification.
- Substantial evidence of prior knowledge, practical skills and experience.

Heartwood Counselling and Psychotherapy attaches great importance to the interview process and skills assessment. Heartwood Counselling and Psychotherapy therefore welcomes applications from students who hold equivalent level qualifications, and applicants who are able to demonstrate their preparation and commitment in other ways. Such applicants will be reviewed on a case by case basis.

5 DISABLED APPLICANTS

Heartwood Counselling and Psychotherapy seeks to make reasonable adjustments to the skills assessment and interview process to ensure that disabled applicants are not discriminated against either directly or indirectly. However, it is the responsibility of the candidate to let the Enrolments Team know as soon as possible beforehand what adjustments are needed. If a disability or neurodivergence is only disclosed at skills assessment or interview, Heartwood Counselling and Psychotherapy will make reasonable effort to assist the candidate.

Heartwood Counselling and Psychotherapy aims to be clear with disabled and neurodiverse applicants about the support and adjustments that are available. Decisions about whether an adjustment can reasonably be made will depend on individual circumstances and will be taken in the context of the resources of Heartwood Counselling and Psychotherapy, the cost of the adjustment, the practicality of the changes and the potential benefit to other staff, students and visitors.

For the majority of disabled and neurodiverse applicants, the application will proceed as standard. However, if it is not clear how Heartwood Counselling and Psychotherapy can support you, after the skills assessment or interview, this will be discussed with the Senior Management Team as appropriate before an offer is made. In exceptional circumstances, the level of support available will be identified in the offer letter made to the student. This is usually where the nature of support required by the student would have prohibitive financial implications for Heartwood Counselling and Psychotherapy. Heartwood Counselling and Psychotherapy has a Disclosure Policy, which provides details of how information on your disability/medical condition will be dealt with.

6 INFORMATION FOR PROSPECTIVE APPLICANTS

Information for prospective applicants is published on the Heartwood Counselling and Psychotherapy website. Applicants can also contact admissions staff directly by email or telephone.

7 CHANGES TO A PROGRAMME OF STUDY

Heartwood Counselling and Psychotherapy will inform prospective students, at the earliest opportunity, of any significant changes to a course made between the time the offer of a place is made and enrolment is completed. They will be advised of the options available in the circumstances.

8 DEFERRAL OF ENTRY

An applicant who wishes to defer their place after an offer has been made is required to make their request in writing. This request will then be considered by the Centre Director.

9 COMPLAINTS AND APPEALS

Heartwood Centre for Counselling and Psychotherapy Training aims to consider all applications fairly and effectively in line with its procedures.

If a candidate wishes to challenge a decision made under this policy, they may lodge an appeal with Heartwood's Complaints Officer, who will review the evidence and make a final decision.

INTERVIEW PROCEDURES

10 INTERVIEW AND ASSESSMENT PROCEDURES

A candidate's suitability is assessed by the relevant member of staff using interviews and a skills assessment. It is Centre policy to see all eligible candidates, to ensure your application is given equal consideration and so that we can make the decision to offer a place based on a full consideration of your suitability for the course and its suitability for you.

Arrangements for each course are similar and are set out below:

- Following a successful skills assessment (where appropriate) students will be invited to an interview with a suitable member of staff.
 - Heartwood Counselling and Psychotherapy will send a successful candidate a conditional offer, inviting them to enrol.
 - Once the student accepts the conditional offer, it will remain conditional upon receipt of: evidence of qualifications, evidence of relevant work experience in place of or in addition to any qualifications, evidence of personal therapy where required, references and payment of either a deposit or full payment of course fees.
 - Once the student has provided all evidence listed on the conditional offer, they will receive confirmation of enrolment.

11 INFORMING THE APPLICANT OF INTERVIEW DATE AND DECISION

The Centre will respond to initial applications within two weeks of receipt of the application and within two weeks of their interview.

12 FEEDBACK TO APPLICANTS

Given the number of applicants, Heartwood Counselling and Psychotherapy regrets that it is not possible to provide feedback automatically to all who apply. However, Heartwood Counselling and Psychotherapy endeavours to provide feedback to candidates upon request and at its discretion.

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