**The Centre of Therapy and Counselling Studies** 

**APPLICATION FORM**

**SCOTACS Diploma in Counselling and Groupwork - a Cognitive Behavioural Approach**

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| Please select your preferred course:  ☐ Glasgow Monday ☐ Glasgow Tuesday ☐ Glasgow Friday  ☐ Glasgow Weekend ☐ Edinburgh Weekend |

**Personal Details**

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| First name |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Mobile tel. no. |  |
| Home tel. no. |  |
| E-mail |  |

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| **How Did You Find Out About the Course? (Please tick)**  ☐Former or current student ☐COSCA ☐Website  ☐Other (please specify): |

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| **What Are Your Reasons for Undertaking This Course? (Please tick)**  ☐Sent by employer ☐I want to be a counsellor  ☐Personal development/enhance knowledge ☐Recommendation of current/former student |

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| **Academic Qualifications**  ☐ I hold or am currently studying the COSCA Certificate in Counselling Skills  Place of study:  ☐ I hold a counselling qualification that is equivalent to the COSCA Certificate in Counselling Skills (must include Therapeutic Skills Practice).  Title of qualification:  Place of study: |

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| Please give details of other academic qualifications: | |
| Title of qualification | Place of study |
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| **Work Experience** | | |
| Start and end dates | Organization | Position Held |
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| **Convictions**  *This information is required in relation to obtaining a disclosure.*  Do you have any convictions (spent or unspent) which would prevent you from receiving a disclosure suitable for working with vulnerable people and/or gaining membership with a professional body?  ☐ Yes ☐ No |

**Additional needs**

*This information is required to enable us to identify required support for disability/impairment/etc.*

Please let us know of any additional support needs required:

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| **References** Please supply two written references in support of your application. The references must cover any appropriate training/experience and your suitability for a course of this nature. References may be received following receipt of this application form. Suitable references could be obtained from former employers or training organisations. |

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| **Additional Information to Support Application Please provide a brief summary of the reasons for your application.** |

**Method of Payment:**

☐ I agree to pay £250 (non-refundable deposit) prior to course start

☐ Please send invoice to my Employer (address below)

Applicant

Name

Signature

Date

**Confidentiality Statement**

The Centre of Therapy will use the details you provide on your application, together with the supporting documents requested and additional details provided by any referees and recorded following any interview process for the purposes of identifying you, processing your application, verifying the information provided, deciding whether to offer you a place on the course you have applied for, and communicating that outcome (together with any feedback). We may also use or disclose the information provided for the following statutory or public interest purposes:

* To prevent or detect fraud.
* For equal opportunities monitoring.
* To help us to make reasonable adjustments for any disability, as requested by you.

We consider the processing of your personal information for the above purposes to be necessary for us to take steps with a view to creating a contractual agreement with you (e.g. to assess your application to study with us).

As well as circulating your application and related materials to the appropriate staff at the Centre of Therapy we shall share your personal information for the above purposes as relevant and necessary with:

* Your referees.
* The awarding body for your course of study.

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your student record for the duration of your studies (and it may be used as part of our assessment of any future application you make for further studies). If you are unsuccessful, your information will normally be kept for at least one year after the completion of the application process.

All information is stored and used in line with UK Data Protection laws.

**Statement on Equal Opportunities**

We are an Equal Opportunities Organisation. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our students on any of the grounds listed above. We aim to select the most suitable candidates and all enrolment decisions will be made objectively.