



# DUNAMIS

## ADMISSIONS POLICY & ASSESSMENT FORM

DIPLOMA IN HUMANISTIC  
CREATIVE COUNSELLING

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Company no 11699094

The information contained in this handbook may be subject to change

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## ADMISSION POLICY

We currently do not accept prior learning, and do not admit students after the start of the course.

Diploma Candidates will be eligible to apply if:

- they are over the age of 25 years to ensure maturity / life experience.
- they have completed a minimum of 60 hours at certificate level counselling training.

On application they will be asked to complete a physical and mental medical disclosure form and a criminal conviction form. Should the criminal declaration form be affirmative with an unspent conviction, a letter requesting further information may be sent and an offer of a place on the course suspended until the required information has been received. If an offer is no longer viable at that point, the candidate will be given written confirmation of the college's decision.

## ASSESSMENT

Assessment is open to all above without discrimination on completion of written statement (see below) and two successful references.

Assessment will be via an individual interview and small group interaction. Dunamis reserves the right to refuse placement to any candidate and to withdraw any offer or place on the course should the candidate fail to adhere to any of the college's policies, course requirements, the BACP ethical framework, or placement policies.

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## HOW TO APPLY

*Please write an application letter of no more than 700 words, stating why you would wish to be considered for a place on the course ...*

### REFERENCES AND ENCLOSURES

For Application for a place on the Dunamis Diploma Course please complete an application letter stating in no more than 700 words why you would wish to be considered for a place on the course, complete the following form and supply two references one from an employer and one from someone not related to you who has known you for a period of no less than three years.

Please ask your reference provider to include:

- in what capacity they have known you and for how long.
- how they think you will cope with the academic, emotional and social aspects of the course.

Before sending back your letter of application check that you have enclosed:

- the letter of Application
- the Application Assessment Form
- the data protection Form
- 2 References

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# APPLICATION ASSESSMENT FORM

Name \_\_\_\_\_

Date \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Dr / Surgery \_\_\_\_\_

Emergency contact \_\_\_\_\_



Signature \_\_\_\_\_

Date \_\_\_\_\_

**05**

# APPLICATION ASSESSMENT FORM

## EDUCATION HISTORY

School(s) and dates

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College(s)/ higher education and dates

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Work History with dates

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Qualification(s) and dates

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Medical History (illnesses including mental health history, and medication currently taken and for what conditions):

Any changes in health or medication must be disclosed to the college staff. I declare that the information I have given is true.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- I have enclosed two references and my letter of application Y/N