**ACT Counselling and Training Services Ltd**

 **Post-Graduate Diploma (PgDip) Counselling Practice (CP)**

Thank you for your interest in our PgDip. ACT, in partnership with GCU, will be launching an Accredited Post-graduate Diploma (PgDip) Counselling Practice (CP) in early Autumn 2025. The Post-graduate Diploma is validated by COSCA.

We have a long tradition of training high quality CBT practitioners who progress to a wide range of roles including work with the NHS, with third-sector organisations, delivering school counselling and running their own private practices. We pride ourselves in delivering breadth and depth of training which prepares our graduates for working effectively with a wide range of clients. Come to our information sessions if you’d like to know more about what it’s like to train with us.

**To the Applicant:**

• Please ensure that you complete every section of this application in black ink, in type, or BLOCK CAPITALS

• The course will commence in September 2025. There is no formal closing date for applications, but early application is advised.

 • If you are recognised by the UK authorities as an immigrant, a settled person or a refugee and have lived in the UK since being recognised please enclose a copy of the letter from the Home Office recognising you as a person in one of these categories.

• All applications to ACT are considered on an equal basis which takes no account of religious, racial, gender, age or political considerations.

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| **Personal Details**  |
| Name: |  |
| Date of Birth: |  |
| Address: |  |
| Post Code: |  |
| Nationality: |  |
| If you live in the UK since which date: |  |
| Mobile no: |  |
| Home no: |  |
| Email: |  |
| It is essential that you provide us with a clear, valid email address as this is the method we will use to contact you.  |

Our course format is:

Weekly: one day per week 9.30am-4pm. The weekly course will be on a Wednesday.

Weekend: one weekend a month – Friday evening 6pm-9pm online via Zoom and then Saturday and Sunday 9.30am-5pm for face-to-face training.

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| **Preferred Course – Please indicate** |
| Weekly [ ] Weekend [ ]  |

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| **Have you completed COSCA Counselling Skills SCQF Level 8, modules 1 to 4 and have a COSCA Certificate? Please advise date of completion.**  |
| Students undertaking our postgraduate training will usually have completed (or be working towards completion) of the COSCA Level 8 Counselling Skills Course or equivalent.  |
| Yes [ ] No [ ] Working towards completion Yes [ ] Expected completion date: |

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| **Do you have an existing degree?** |
| Yes [ ] No [ ] Degree in:Completed date: |

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| **Qualifications** |
| Please give details of all your school qualifications.  |
| Subject and level | Examining Body | Result  | Grade or band | Exam date |
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| **Please detail any courses undertaken in higher education (e.g. college/university level) and any** **Professional qualifications undertaken. Please include pending awards.** |
| Awarding University/College/awarding body | Qualification /Name of Course  | Result  | Grade or band | Completed date |
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| **If your first language is not English, you will be required to provide a valid IELTS or TOEFL Certificate. Without this, we will be unable to offer you a place. For a list of other English language qualifications accepted by the University please refer to the GCU website.**  |
| Is English your first language?Yes [ ] No [ ]  |
| If no, please give details of English language courses undertaken, including those where no award was achieved. Please attach copies of certificates, for any awards held. If you are currently undertaking an English language course, please give details of the course and the expected completion date.  |

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| **Qualification (e.g. IELTS, TOEFL)** | **Scores/Grade** | **Dates** |
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| **Employment/Work Experience**  |
| Please give details of your current employment, including name and address, position held, type of workundertaken and duties. |
| Dates  | Position Held  | Name of address of employer |
| Main Duties and responsibilities  |
| Dates  | Position Held  | Name of address of employer |
| Main Duties and responsibilities  |

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| **Additional Information/Supporting Personal Statement**  |
| Please provide any other information you wish to support your application, including information offered in lieu of formal qualifications e.g. relevant experience for mature students. Please include your reasons for wanting to study ourPost-Graduate Diploma (PgDip) Counselling Practice (CP) and what skills and experience will you bring to becoming a CBT Therapist? |
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| **Source of Funding**  |
| Please state how you intend to fund your proposed study. Give details of any application(s) for grant/scholarship/sponsorship you have made. If a grant/scholarship/sponsorship has already been awarded, please attach a copy of supporting documentation. Please note that completion of this section does not constitute an application for financial support.  |
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| **Additional Information**  |
| Do you have a disability?Yes [ ] No [ ]  |
| No Known Disability [ ]  | Mental Health difficulties [ ]  | A specific learning difficulty e.g, dyslexia [ ]  |
| Blind/Partially sighted [ ]  | An unseen disability e.g. diabetes, Epilepsy, asthma [ ]  | A disability not listed above [ ]  |
| Deaf/hearing impairment [ ]  | Multiple disabilities [ ]  | Information refused [ ]  |
| Wheelchair user/mobility issues [ ]  | Autistic spectrum disorder [ ]  | Not known [ ]  |
| Personal Care support [ ]  |  |  |
| If you have marked ‘A disability is not listed above’ please use this space provided to give your answer. ACT does not have Disability Services. We will support and make reasonable adjustments where possible, and this will beassessed on an individual basis.  |

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| **Criminal Convictions**  |
| Do you have any criminal convictions?Yes [ ] No [ ]  |
| If yes, we will contact you for further information.  |

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| **Where did you hear about ACT** |
| Employer [ ]  | Friend/Family [ ]  | ACT Website [ ]  |
| Social media [ ]  | Other [ ]  | GCU [ ]  |

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| **Application Checklist**  |
| Please use this checklist to ensure your application is complete. If you do not have all documents at the time of applicationYour application may be delayed. Please provide any missing information as soon as possible.  |
|  | Enclosed [ ]  | To Follow [ ]  | Not available/applicable [ ]  |
| Signed Application form  | [ ]  | [ ]  | [ ]  |
| Personal Statement  | [ ]  | [ ]  | [ ]  |
| Copies of university/collegeCertificates  | [ ]  | [ ]  | [ ]  |
| Copies of academic Transcripts/markSheets | [ ]  | [ ]  | [ ]  |
| Two reference letters 2 Academic or 1 Academic and 1 Employer | [ ]  | [ ]  | [ ]  |
| Copy of English language qualification  | [ ]  | [ ]  | [ ]  |
| Copy of the photo/data page of passport  | [ ]  | [ ]  | [ ]  |
| Official translations of any document not inEnglish | [ ]  | [ ]  | [ ]  |
| **Disclaimer (To be signed by the applicant)**  |
| **Using your personal information** Personal Information which you supply to ACT will be used to make a decision on your application, and support you throughout the entire application process.ACT is the data controller for your information, and we will only share information with GCU as part of our partnership and application process. Signature ……………………………………………... Date……………………….Please send your completed application form and supporting documents to:ACT Counselling and Training Services Ltd210 Glasgow Road, Rutherglen, G73 1SAor email to admin@actcounsellingandcbtservices.co.uk  |