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| Application for: **CPCAB Level 2 Certificate in Counselling Skills (CSK-L2)** | |
|  | FAO. Trudi Jackson  216-218 Katherine Street | Ashton-under-Lyne | OL6 7AS  **trudijackson@togmind.org** www.togmind.org/  0161 330 9223  Registered Charity in England No. 1123549 Registered Company Ltd by Guarantee No. 6340472  216-218 Katherine Street | Ashton-under-Lyne | OL6 7AS  trainingacademy@togmind.org www.togmind.org/services/training 0161 330 9223  Registered Charity in England No. 1123549 Registered Company Ltd by Guarantee No. 6340472  216-218 Katherine Street | Ashton-under-Lyne | OL6 7AS  trainingacademy@togmind.org www.togmind.org/services/training 0161 330 9223  Registered Charity in England No. 1123549 Registered Company Ltd by Guarantee No. 6340472 |

**Please complete in BLOCK capitals using BLACK INK, if completing by hand, or type and return by post or email to Trudi Jackson (contact details above.)**

**SECTION 1**

**Personal Details**

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| --- | --- | --- | --- | --- | --- | --- |
| Family name: |  | First Name: |  | | D.O:B. |  |
| Address | | | | | | |
| House No. |  | | Street |  | | |
| Town |  | | Post code |  | | |
| Country |  | |  | | | |
| Telephone No. |  | | Mobile No: |  | | |
| Email: | | | | | | |

**SECTION 2**

**Education and Academic qualifications (if any)**

Prior qualifications are not an entry requirement. A standard of written and spoken English sufficient to contribute to and gain from the sessions and to submit written pieces of work is required (weekly written Learning Reviews; 1 written assignment of 1500 words and a written external assessment.)

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| --- | --- | --- | --- |
| Name of institute, college, university & country | Date studied  (from - to) | Degree/Diploma/ Certificate  (e.g. BSc, HSC, NVQ level 2)  and awarding body (e.g. CBCAB) | grade/ result |
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**Prior Relevant Experience (if any)**

**Employment/work/volunteering summary – relevant to the nature of the course for which you are applying.**

Please give brief outline of experience and skills you have that you feel are relevant to the Level 2 Counselling Skills course.

Such experience and skills are not a requirement for entry- however they may be an advantage. You may wish to include skills gained such as Active Listening Skills; working confidentially; working with boundaries; working one-to-one in a supportive or helping role; applying empathy, non-judgmental approaches; understanding of mental ill health; understanding of working with diversity and difference, for instance.

**SECTION 3**

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| 1. **Please outline briefly your understanding of what counselling is and is not:** |
| 1. **What are your reasons for intending to undertake this course (personal development and academic and professional aspirations)?** |

**Digital Inclusion**

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| **This course is to be delivered using remote teaching methods (using Zoom for instance) and work is to be submitted electronically.**  **Please comment on how accessible to you the technology and skills are.** |

**Additional Support Needs and Personal Emotional Resilience**

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| **To help us support your learning as fairly and effectively as possible, please state briefly if you have any additional or individual needs that you would like the Centre to be aware of and that may impact on your ability to benefit from the course. (Needs may include Learning, Language, Mental Health issues, Medical, Physical, Personal, Religious, etc.)**  **Please be assured we will not share this information without your consent.**  ***Please note that this course requires personal reflection and exploration through experiential learning. As such it requires candidates to have personal emotional resilience and a willingness for introspection and to explore intra-personal relationships into language. Additionally, there is a requirement to develop personal and professional boundaries.***  ***This course is not suitable for individuals who are currently experiencing significant and unsupported difficulties with their mental health. There is a weekly requirement over the length of the course to submit written pieces of work demonstrating your learning from the taught sessions and helping skills practice sessions, as well as one written assignment and written external assessment.***  ***(see CPCAB website:*** [***https://www.cpcab.co.uk/downloads/CSK-L2%20Specification%20(Master)%2020-21.pdf***](https://www.cpcab.co.uk/downloads/CSK-L2%20Specification%20(Master)%2020-21.pdf) ***for details)*** |

**By signing you are stating that the above information is accurate and true.**

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| Applicant’s signature: (if unable to sign electronically, please state in your email that you agree to the above.) | Date: |

**Please email completed application to**

[**trudijackson@togmind.org**](mailto:trudijackson@togmind.org) **by 12:00 noon on 7th December 2020 for first round of applications**

**How did you hear about TOG Mind’s CPCAB course?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Flyer |  | Relative/Friend word of mouth |  | Website |  |
| Workshop/open day |  |  |  | Email |  |
| Other sources (please state): | | | | | |

**Enrolment Procedure**

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| 1. Complete and return the Application for Admission by given deadline. 2. When your application has been processed, we will usually invite you for an informal interview (using online or telephone media) and ensure you have information on payment requirements for the course. Please note there are limited places for this course and a reserve list will be opened in the event of suitable applicants for the exceeding the number of places. Suitability for the course is assessed through the application form and the informal interview. Please see CPCAB for information <https://www.cpcab.co.uk/downloads/CSK-L2%20Specification%20(Master)%2020-21.pdf> 3. On receipt of the deposit (as per payment agreement), we will acknowledge that your place is confirmed. |

**For Office use only**

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| Application received by online, email, in person: Date:  Comments and Actions: |