

# Prior Student Admissions Policy

## Introduction

Applicants can only apply to join the course programme before the start of Level 3 or Level 4 as the School does not have an admissions entry route for students once a cohort has commenced. The School does not limit the number of prior students who can apply to join the Course Programme at L3 or L4.

**NB. Students applying for Level 3 / Level 4 who did NOT complete Level 2 / Level 3 accordingly at Life-Force School, within the last 3 years, need to apply via the APL Policy.**

## Prior Student Eligibility Criteria

**The applicant's previous counselling training must have been;**

1. Undertaken at L-F School within the School's last 3 academic years, as detailed below at point 3.
2. Completed with the qualification being awarded and therefore a formal certificate issued.
3. At the appropriate level according to the counselling training entry requirements which are as follows:

**Application Level: Level 3 Certificate** – L-F Level 2 Introduction to Counselling required

**Application Level: Level 4 Diploma** – L-F Level 3 Certificate in Counselling Skills & L-F Level 2 required / Intro to Counselling not at L-F but was via APL onto L-F Level 3 and passed.

**NB.** Applicants applying for the Diploma who have not completed 16 hours of personal therapy during the year preceding the course start date can attend these whilst on the Diploma prior to the start of their 100 hours of supervised clinical practice.

## Prior Student Application Procedure

1. All prior student applications must be submitted according to the Admissions Policy and must include:
  - a) A fully completed & signed Course Application Form along with the Application/Interview fee.
  - b) A Prior Student: Self-Reflective Statement according to the specified Guidance Questions which include a description of how the applicant has maintained and developed their counselling knowledge and skills during the interim time out.
  - c) A copy of all previous counselling training certificate(s).
  - d) Two references; one personal reference and one from previous trainer, Reference Format Guidelines and Training Reference format are on the School website.
2. When a completed prior student's application is received it will be assessed by the Course Director against the Prior Student Eligibility Criteria and if these are considered to be met then the applicant will be notified and put forward for an individual Prior Student Eligibility Interview, either face to face or by telephone, with the Course Leader, relevant to the course application level, during which they will need to demonstrate:
  - a) Their current suitability for the level of training for which they have applied.
  - b) Their ability to demonstrate reflective practitioner qualities.
  - c) Their ability to form a working alliance with the Course Leader.

Applicants with a max of 1 year out from training may not need to attend an individual interview.

3. During the interview the applicant is required to summarise the learning they gained during their previous counselling training. They are also required to elaborate on their Prior Student: Self-Reflective Statement and where possible provide evidence which demonstrates how they have maintained and developed the following aspects during their time out from training:
  - a) Understanding and of humanistic theory e.g. through reading, CPD courses
  - b) Counselling skills e.g. through work related settings or volunteer roles. Particular emphasis will be placed on skills practise for Level 4 applicants.
  - c) Personal Development e.g. through personal therapy or self-development groups.
4. The Course Leader completes a Prior Student Application Interview Form and determines if the applicant can be put forward to attend the interview day for the level applied for, along with all the other Life-Force School applicants. If successful the applicant's ability to form a working alliance with the other current applicants is also reassessed during the group interview process which forms part of the course Level 3/ Level 4 interview day.
5. Unsuccessful prior student applicants are offered the choice of either being put forward to repeat a level of the course programme e.g., Level 2/ Level 3 or to withdraw their application.