

NORTHERN GUILD PSYCHOTHERAPY AND COUNSELLING

Tuition Fees Guide

2020/21



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Introduction

Tuition Fees

We trust that this guide will help you to understand your Tuition Fees and related costs. If at any point you need further clarification please don't hesitate to ask us. Please refer to the "Who to contact?" section on page 5 for full details.

The **Core Tuition Fees** cover a range of costs. These include a) your core training, b) Northern Guild membership and c) required specialist modules. These costs are outlined in the tables on pages 6 to 17.

In addition to the core tuition fees there are costs which relate to the requirements of the various professional bodies. Many course providers only show fees which are related to the core training. This leaves potential students unaware of the true costs of training that will enable them to become a registered professional.

You are only asked to sign up for one year at a time rather than for the whole course up front. This means that tuition Fees are invoiced annually. For each academic year, you can choose to pay your Tuition Fees using a lump sum or by using one of our other [Payment Options](#) (page 5). Excluding your first year, annual fees will normally become due at the beginning of June for the following academic year.

Prior to accepting your place at Northern Guild, please read our Terms and Conditions (page 21).

The application fee for our standard Diplomas and MSc course is £55, payable on submission of your application. This covers the administration fees, the interview and the preparation of your training contract.

Please note that all fees are subject to change and generally increase each year in line with our costs. They are also affected by changing course requirements.

Practice, Therapy and Supervision

Core Tuition Fees will cover "classroom" education, however a large part of your training at Northern Guild is vocational and applied in order to prepare you to practice and register as an accredited Counsellor or Psychotherapist. As such, your course requirements will also include finding a placement in your local area, attending supervision of your client work and participating in training therapy.

The costs of supervision and individual training therapy are not included in the annual Tuition Fees paid to Northern Guild as these are paid directly to your supervisor or therapist on a pay as you go basis. These costs can vary. The requirements for each course are dependent upon a number of factors, including the accrediting body or university. Total costs will also depend upon your choice of therapist and supervisor and upon whether you opt for individual or group supervision. In some circumstances additional supervision may be required which would result in extra fees. Two important considerations related to this are a) the need to maintain a safe and ethical practice and b) the duty of care to the client.

Choosing to be supervised in a group is often cheaper than paying for individual supervision. Supervision and therapy groups are subject to availability.

Further details of therapy and supervision requirements are provided on the fee pages for each course. Please note that each

accrediting body has significant documentation in relation to Supervision requirements and we have not attempted to replicate them here. We recommend that you take some time to familiarise yourself with their rules so that you can obtain a fuller understanding of their requirements.

Final Assessment

Once you have completed all of the relevant training requirements you can normally register for your final assessment. Final Assessment and Marking fees are paid on submission of your final assessment registration form. These assessments usually take place in the November following the end of your taught course.

DBS Check and Indemnity Insurance

All students are required to have an enhanced Disclosure and Barring Service check (DBS) at the start of the course and at final assessment. If you have a recent paper DBS please provide us with the original so that it can be verified. If you require a DBS check we can arrange this for you through an umbrella organisation: D.D.C. (Due Diligence Checking www.ddc.uk.net). The cost for this is between £70 and £75 and will be payable directly to D.D.C. on request.

Professional Indemnity Insurance must be arranged before you start your clinical practice (placement). Your supervisor will advise you on this when you start the process of arranging your placement. Professional indemnity insurance usually costs between £80 and £130 per year.

Data Protection

As a trainee you will be handling and controlling very personal and sensitive information. This means that you will need to meet the requirements of the Data Protection Act. Because you will also be classed as a Data Controller, there is a requirement to register with the Information Commissioner's Office (ICO). An annual fee of around £40 is payable to them.

Online Data Protection Training

Prior to beginning your clinical practice there is a requirement to complete online training in the General Data Protection Regulations (GDPR). This costs approximately £30.

Online Safeguarding Training

An Entry requirement for all of our courses is online Safeguarding training. Full details will be provided in your offer letter.

Funding

Our main funding option is interest free credit. This allows trainees to spread the cost of their course over the year.

Who to Contact?

Course Enquiries:

Jennifer McNamara

courses@northernguild.org

Tel: 0191 209 8383

Course Administration:

Sarah Bell

info@northernguild.org

Tel: 0191 209 8383

Finance Queries:

Jackie Redhead

accounts@northernguild.org

Tel: 0191 209 8383

Payment Options

We do not charge interest. To help you manage your tuition fees, we have various payment options available.

Pay in full using a single payment

Tuition fees can be paid in one lump sum. This attracts a discount of up to 5% depending upon how soon your course fees are received. For further details of how to pay please see page 18.

Pay by monthly standing order – Interest Free

This option is available to all students and it aims to spread out the cost of the course over the year. No interest is payable. A deposit is normally required to secure your place on the course.

Individual payment arrangement

If you would like to discuss an individual payment arrangement, please contact our Finance Manager Jackie Redhead at accounts@northernguild.org with details of your request.

Tuition Fees

Foundation Course – Weekend <i>Counselling Course – Newcastle</i>	Year 1
Tuition Fees (paid annually)	
Core Training Fees (10 weekends)	£2,500
Personal Development Group	£600
Northern Guild Membership	Included
<u>Required Specialist Modules:</u>	
Introduction to Therapeutic Practice (3 days)	£360
The Playful Child: Challenging the creative process in therapy (3 days)	£360
TOTAL (Excluding Some Therapy Fees)	£3,820

An Introduction to the Foundation Course

The Foundation Course is designed for those who want to defer their choice of training route for up to one year or for those who want to further their training without progressing to a Diploma qualification. The Foundation Course results in the award of the Northern Guild Foundation Certificate in Counselling. You can decide upfront which training route you wish to follow or, if you select the Foundation Course, you can choose a route toward the end of the Foundation Course once you have familiarised yourself with the various training pathways.

Additional Costs associated with the Foundation Course

The Personal Development Group counts as 20 hours of Training Therapy. In addition to this, there is a requirement to complete a further 15 hours of Training Therapy. The typical cost of this is £45 per hour.

Training for professional registration

At some point, during or after this course, you may decide to further your training. If you decide that you want to become a professionally registered counsellor or psychotherapist then you can choose to transfer on to one of our accredited training courses. You will have already met most of the fees for the first year of these courses. You will however need to allow for the costs of a supervised counselling practice placement and for the associated costs of supervision. Further details are provided for each course on the following pages.

Foundation Course - Evening <i>Counselling Course – Newcastle or Teesside</i>	Year 1
Tuition Fees (paid annually)	
Evening Core Training Fees (30 to 35 evenings depending upon cohort)	£2,975
Northern Guild Membership	Included
<u>Required Specialist Modules:</u>	
Introduction to Therapeutic Practice (3 days)	£360
DPC Intensive Workshop (3 days)	£360
The Playful Child: Challenging the creative process in therapy (3 days)	£360
Researching Counselling & Psychotherapy (3 days)	£360
TOTAL (Excluding Therapy Fees)	£4,415

An Introduction to the Foundation Course

The Foundation Course is designed for those who want to defer their choice of training route for up to one year or for those who want to further their training without progressing to a Diploma qualification. The Foundation Course results in the award of the Northern Guild Foundation Certificate in Counselling. You can decide upfront which training route you wish to follow or, if you select the Foundation Course, you can choose a route toward the end of the Foundation Course once you have familiarised yourself with the various training pathways.

Additional Costs associated with the Foundation Course

In addition to the fees outlined in the above table, there is a requirement to complete 35 hours of Individual Training Therapy. The typical cost of Individual Training Therapy is £45 per hour.

Training for professional registration

At some point, during or after this course, you may decide to further your training. If you decide that you want to become a professionally registered counsellor or psychotherapist then you can choose to transfer on to one of our accredited training courses. You will have already met most of the fees for the first year of these courses. You will however need to allow for the costs of a supervised counselling practice placement and for the associated costs of supervision. Further details are provided for each course on the following pages.

Diploma in Psychotherapeutic Counselling (DPC) <i>Adult Evening Course (BACP / UKCP) – Newcastle</i>		
	Year 1	Year 2
Tuition Fees (paid annually)		
Evening Core Training Fees (Y1 - 34 evenings, Y2 - 36 evenings)	£2,890	£3,060
Northern Guild Membership	Included	Included
<u>Required Specialist Modules:</u>		
Introduction to Therapeutic Practice (3 days)	£360	
DPC Intensive 1 (3 days)	£360	
The Playful Child: Challenging the creative process in therapy (3 days)	£360	
Researching Counselling & Psychotherapy (3 days)	£360	
Imagery and Active Imagination (3 days)		£360
DPC Intensive 2 (3 days)		£360
Advanced Reflective Practice (3 days)		£360
Final Assessment (paid on submission)		
Final Written Assessment		£390
Final Oral Assessment		£200
TOTAL (Excluding therapy and Supervision Fees)	£4,330	£4,730

Additional Costs associated with training for professional registration

The costs of supervision and training therapy are paid on a pay as you go basis. The details below relate to BACP, whereas UKCP requirements are generally greater.

As a minimum, over the duration of your course, you are required to complete a) 150 hours of supervised Counselling practice, b) 45 hours of supervision (maintaining fortnightly supervision, a supervision ratio of 1:6 and a minimum of 1.5 hours per month) and c) until qualification, 35 hours of training therapy per year.

The counselling practice element can be performed in your local area in your own time. However supervision and training therapy must normally take place at Northern Guild premises in either Newcastle or Teesside. If you live outside of the area then we can negotiate how this can be achieved. The cost of individual supervision is £60 per hour. Based upon this, 45 hours individual supervision is £2,700. This cost may be reduced if group supervision is used but the reduction depends upon a number of factors including the accrediting body, the size of your caseload, the frequency of group supervision and the size of each group. Counselling practice and supervision continue until qualification.

The cost of Individual Training Therapy is approximately £45 per hour. Please note that Training Therapy continues until you pass your Final Assessment. If you delay taking your Final Assessments or are not initially successful then this will result in additional costs.

After the end of your core training, you will also be required to attend termly tutorials until your Final Assessment. The current cost of these is £55 per tutorial. Northern Guild membership will also need to be maintained at £80 per year.

Diploma in Psychotherapeutic Counselling (DPC) <i>Adult Evening Course (BACP / UKCP) – Teesside</i>		
	Year 1	Year 2
Tuition Fees (paid annually)		
Evening Core Training Fees (35 evenings each year)	£2,975	£2,975
Northern Guild Membership	Included	Included
<u>Required Specialist Modules:</u>		
Introduction to Therapeutic Practice (3 days)	£360	
DPC Intensive 1 (3 days)	£360	
The Playful Child: Challenging the creative process in therapy (3 days)	£360	
Researching Counselling & Psychotherapy (3 days)	£360	
Imagery and Active Imagination (3 days)		£360
DPC Intensive 2 (3 days)		£360
Advanced Reflective Practice (3 days)		£360
Final Assessment (paid on submission)		
Final Written Assessment		£390
Final Oral Assessment		£200
TOTAL (Excluding therapy and Supervision Fees)	£4,415	£4,645

Additional Costs associated with training for professional registration

The costs of supervision and training therapy are paid on a pay as you go basis. The details below relate to BACP, whereas UKCP requirements are generally greater.

As a minimum, over the duration of your course, you are required to complete a) 150 hours of supervised Counselling practice, b) 45 hours of supervision (maintaining fortnightly supervision, a supervision ratio of 1:6 and a minimum of 1.5 hours per month) and c) until qualification, 35 hours of training therapy per year.

The counselling practice element can be performed in your local area in your own time. However supervision and training therapy must normally take place at Northern Guild premises in either Newcastle or Teesside. If you live outside of the area then we can negotiate how this can be achieved. The cost of individual supervision is £60 per hour. Based upon this, 45 hours individual supervision is £2,700. This cost may be reduced if group supervision is used but the reduction depends upon a number of factors including the accrediting body, the size of your caseload, the frequency of group supervision and the size of each group. Counselling practice and supervision continue until qualification.

The cost of Individual Training Therapy is approximately £45 per hour. Please note that Training Therapy continues until you pass your Final Assessment. If you delay taking your Final Assessments or are not initially successful this will result in additional costs.

After the end of your core training, you will also be required to attend termly tutorials until your Final Assessment. The current cost of these is £55 per tutorial. Northern Guild membership will also need to be maintained at £80 per year.

Diploma in Psychotherapeutic Counselling: Children and Young People <i>Evening Course – Teesside (UKCP)</i>			
	Year 1	Year 2	Year 3
Tuition Fees (paid annually)			
Evening Core Training Fees (30 evenings each year)	£2,550	£2,550	£2,550
Northern Guild Membership	Included	Included	Included
<u>Required Specialist Modules:</u>			
Introduction to Therapeutic Practice (3 days)	£360		
The Playful Child: Challenging the creative process in therapy (3 days)	£360		
Sand Tray (3 days)		£360	
Imagery and Active Imagination (3 days)		£360	
Researching Counselling and Psychotherapy (3 days)			£360
Story and Metaphor (3 days)			£360
Final Assessment (pay on submission)			
Final Written Assessment			£390
Final Oral Assessment			£200
TOTAL (Excluding therapy and Supervision Fees)	£3,270	£3,270	£3,860

Additional Costs associated with training for professional registration

The costs of supervision and training therapy are paid on a pay as you go basis.

As a minimum, over the duration of your course, you are required to complete a) 150 hours of supervised counselling practice with Children and Young People, b) 50 hours of supervision (maintaining fortnightly supervision, a minimum of 1.5 hours per month and a supervision ratio of 1:4, and c) 105 hours of training therapy (35 hours per academic year). Further details are set out below.

The counselling practice element can be performed in your local area in your own time. However, supervision and training therapy must normally take place at Northern Guild premises in either Newcastle or Teesside. If you live outside of the area we can negotiate how this can be achieved. The cost of supervision is £60 per hour. Based upon this, 50 hours individual supervision is £3,000. This cost may be reduced if group supervision is used but the reduction depends upon a number of factors including the accrediting body, the size of your caseload, the frequency of group supervision and the size of each group. Counselling practice and supervision continue until qualification.

The cost of Individual Training Therapy is approximately £45 per hour. Please note that Training Therapy Continues until you pass your Final Assessment. If you delay taking your Final Assessments or are not initially Successful this will result in additional costs.

After the end of your core training, you will be required to attend termly tutorials until your Final Assessment. The current cost of these is £55 per tutorial. Northern Guild membership will also need to be maintained at £80 per year.

Diploma in Psychotherapeutic Counselling: Children and Young People <i>Evening Course (BACP / UKCP) - Newcastle</i>	Year 1	Year 2	Year 3
Tuition Fees (paid annually)			
Evening Core Training Fees (30 evenings each year)	£2,550	£2,550	£2,550
Northern Guild Membership	Included	Included	Included
<u>Required Specialist Modules:</u>			
Introduction to Therapeutic Practice (3 days)	£360		
The Playful Child: Challenging the creative process in therapy (3 days)	£360		
Sand Tray (3 days)		£360	
Imagery and Active Imagination (3 days)		£360	
Researching Counselling and Psychotherapy (3 days)			£360
Story and Metaphor (3 days)			£360
Final Assessment (pay on submission)			
Final Written Assessment			£390
Final Oral Assessment			£200
TOTAL (Excluding therapy and Supervision Fees)	£3,270	£3,270	£3,860

Additional Costs associated with training for professional registration

The costs of supervision and training therapy are paid on a pay as you go basis. The details below relate to BACP, whereas UKCP requirements are generally greater.

As a minimum, over the duration of your course, you are required to complete a) 150 hours of counselling practice with children and young people, b) 50 hours of supervision (maintaining fortnightly supervision, a minimum of 1.5 hours per month and a supervision ratio of 1:4) and c) 105 hours of training therapy (35 hours per academic year). Further details are set out below.

The counselling practice element can be performed in your local area in your own time. However supervision and training therapy must normally take place at Northern Guild premises in either Newcastle or Teesside. If you live outside of the area we can negotiate how this can be achieved. The cost of supervision is £60 per hour. Based upon this, 50 hours individual supervision is £3,000. This cost may be reduced if group supervision is used but the reduction depends upon a number of factors including the accrediting body, the size of your caseload, the frequency of group supervision and the size of each group. Counselling practice and supervision continue until qualification.

The cost of Individual Training Therapy is approximately £45 per hour. Please note that Training Therapy Continues until you pass your Final Assessment. If you delay taking your Final Assessments or are not initially Successful this will result in additional costs.

After the end of your core training, you will also be required to attend termly tutorials until your Final Assessment. The current cost of these is £55 per tutorial. Northern Guild membership will also need to be maintained at £80 per year.

Diploma in Psychotherapeutic Counselling (DPC) <i>Adult Weekend Course (BACP / UKCP) - Newcastle</i>	Year 1	Year 2	Year 3
Tuition Fees (paid annually)			
Weekend Core Training Fees (10 weekends per year)	£2,500	£2,500	£2,500
Personal Development Group	£600		
Northern Guild Membership	Included	Included	included
<u>Required Specialist Modules:</u>			
Introduction to Therapeutic Practice (3 days)	£360		
The Playful Child: Challenging the creative process in therapy (3 days)	£360		
Imagery and Active Imagination (3 days)		£360	
Researching Counselling and Psychotherapy (3 days)			£360
Final Assessment (paid on submission)			
Final Written Assessment			£390
Final Oral Assessment			£200
TOTAL (Excluding therapy and Supervision Fees)	£3,820	£2,860	£3,450

Additional Costs associated with training for professional registration

The costs of therapy and supervision are paid on a pay as you go basis. The details below relate to BACP, whereas UKCP requirements are generally greater.

As a minimum, over the duration of your course, you are required to complete a) 150 hours of counselling practice, b) 50 hours of supervision (maintaining fortnightly supervision, a supervision ratio of 1:6 and a minimum of 1.5 hours per month) and c) 105 hours of training therapy (35 hours per academic year).

The counselling practice element can be performed in your local area in your own time. However supervision and training therapy must normally take place at Northern Guild premises in either Newcastle or Teesside. If you live outside of the area we can negotiate how this can be achieved.

The cost of a supervisor is £60 per hour. Based upon this, 50 hours individual supervision is £3,000. This cost may be reduced if group supervision is used but the reduction depends upon a number of factors including the accrediting body, the size of your caseload, the frequency of group supervision and the size of each group. Counselling practice and supervision continue until qualification.

The cost of Individual Training Therapy is approximately £45 per hour. The Personal Development Group Counts as 20 hours of Training Therapy in year one. Please note that Training Therapy continues until you pass Your Final Assessment. If you delay taking your Final Assessments or are not initially successful this will result In additional costs.

During your training, you will also be required to attend termly tutorials until your Final Assessment. The current cost of these is £55 per tutorial. Northern Guild membership will also need to be maintained at £80 per year.

Diploma in Psychotherapeutic Counselling: Children and Young People <i>C&YP Weekend Course (BACP / UKCP) - Newcastle</i>	Year 1	Year 2	Year 3
Tuition Fees (paid annually)			
Weekend Core Training Fees (10 weekends per year)	£2,500	£2,500	£2,500
Personal Development Group	£600		
Northern Guild Membership	Included	Included	Included
<u>Required Specialist Modules:</u>			
Introduction to Therapeutic Practice (3 days)	£360		
The Playful Child: Challenging the creative process in therapy (3 days)	£360		
Sand Tray (3 days)		£360	
Imagery and Active Imagination (3 days)		£360	
Researching Counselling and Psychotherapy (3 days)			£360
Story and Metaphor (3 days)			£360
Final Assessment (pay on submission)			
Final Written Assessment			£390
Final Oral Assessment			£200
TOTAL (Excluding therapy and Supervision Fees)	£3,820	£3,220	£3,810

Additional Costs associated with training for professional registration

The costs of therapy and supervision are paid on a pay as you go basis. The details below relate to BACP, whereas UKCP requirements are generally greater.

As a minimum, over the duration of your course, you are required to complete a) 150 hours of counselling practice with children and young people, b) 50 hours of supervision (maintaining fortnightly supervision, a minimum of 1.5 hours per month and a supervision ratio of 1:4) and c) 105 hours of training therapy (35 hours per academic year). Further details are set out below.

The counselling practice element can be performed in your local area in your own time. However supervision and training therapy must normally take place at Northern Guild premises in either Newcastle or Teesside. If you live outside of the area we can negotiate how this can be achieved. The cost of supervision is £60 per hour. Based upon this, 50 hours individual supervision is £3,000. This cost may be reduced if group supervision is used but the reduction depends upon a number of factors including the accrediting body, the size of your caseload, the frequency of group supervision and the size of each group. Counselling practice and supervision continue until qualification.

The cost of Individual Training Therapy is approximately £45 per hour. The Personal Development Group Counts as 20 hours of Training Therapy in year one. Please note that Training Therapy continues until you pass Your Final Assessment. If you delay taking your Final Assessments or are not initially successful this will result In additional costs.

During your training, you will also be required to attend termly tutorials until your Final Assessment. The current cost of these is £55 per tutorial. Northern Guild membership will also need to be maintained at £80 per year.

Diploma in Psychotherapy (DiP) <i>Adult Weekend Course (UKCP Accredited) - Newcastle</i>				
	Year 1	Year 2	Year 3	Year 4
Tuition Fees (paid annually)				
Weekend Core Training Fees (10 weekends per year)	£2,500	£2,500	£2,500	£2,500
Personal Development Group	£600			
Northern Guild Membership	Included	Included	Included	Included
<u>Required Specialist Modules:</u>				
Introduction to Therapeutic Practice (3 days)	£360			
The Playful Child: Challenging the creative process in therapy	£360			
Imagery and Active Imagination (3 days)		£360		
Researching Counselling and Psychotherapy (3 days)			£360	
Oral Case Presentation (1 day)			£175	£175
Themed Practicum 1 (1 day)			£125	
Themed Practicum 2 (1 day)			£125	
Themed Practicum 3 (1 day)				£125
Themed Practicum 4 (1 day)				£125
The Inner Child (5 days)				£600
Final Assessment (pay on submission)				
Final Written Assessment				£420
Final Oral Assessment				£200
TOTAL (Excluding Supervision & Therapy Fees)	£3,820	£2,860	£3,285	£4,145

Additional Costs associated with training for professional registration

The costs of therapy and supervision are paid on a pay as you go basis.

As a minimum, over the duration of your course, you are required to complete a) 450 hours of psychotherapy practice, b) 75 hours of supervision (maintaining fortnightly supervision, a minimum of 1.5 hours per month and a supervision ratio of 1:6) and c) 160 hours of training therapy (40 hours per academic year).

The therapy practice element can be performed in your local area in your own time. However supervision and training therapy must normally take place at Northern Guild premises in either Newcastle or Teesside. If you live outside of the area we can negotiate how this can be achieved. The cost of a supervisor is £60 per hour. Based upon this, 75 hours individual supervision is £4,500. This cost may be reduced if group supervision is used but the reduction depends upon a number of factors including the accrediting body, the size of your caseload, the frequency of group supervision and the size of each group. Psychotherapy practice and supervision continue until qualification.

The cost of Individual Training Therapy is approximately £45 per hour. The Personal Development Group Counts as 20 hours of Training Therapy in year one. Please note that Training Therapy continues until you pass Your Final Assessment. If you delay taking your Final Assessments or are not initially successful this will result In additional costs.

During your training, you will also be required to attend termly tutorials until your Final Assessment. The current cost of these is £55 per tutorial. Northern Guild membership will also need to be maintained at £80 per year.

Diploma in Child Psychotherapy <i>C&YP Weekend Course (UKCP Accredited) - Newcastle</i>				
	Year 1	Year 2	Year 3	Year 4
Tuition Fees (paid annually)				
Weekend Core Training Fees (10 weekends per year)	£2,500	£2,500	£2,500	£2,500
Personal Development Group	£600			
Northern Guild Membership	Included	Included	Included	Included
<u>Required Specialist Modules:</u>				
Introduction to Therapeutic Practice (3 days)	£360			
The Playful Child: Challenging the creative process in therapy	£360			
Imagery and Active Imagination (3 days)		£360		
Sand Tray (3 days)		£360		
Infant Observation: The challenge of the benign presence		£125		
Researching Counselling and Psychotherapy (3 days)			£360	
In Search of the Primal Self (1 day)			£125	
Story and Metaphor (3 days)				£360
The Inner Child (5 days)				£600
Oral Case Presentation (1 day)				£175
Infant Observation: Physis, resilience in spite of				£125
Infant Observation Seminars		£300	£300	
Final Assessment (pay on submission)				
Final Written Assessment				£420
Final Oral Assessment				£200
TOTAL (Excluding supervision & therapy fees)	£3,820	£3,645	£3,285	£4,380

Additional Costs associated with training for professional registration

The costs of therapy and supervision are paid on a pay as you go basis. As a minimum, over the duration of your course, you are required to complete a) 400 hours of clinical practice with children and young people, b) 50 hours of clinical practice with adults, c) 90 hours of supervision (maintaining fortnightly supervision, a minimum of 1.5 hours per month and a supervision ratio of 1:4 with children & young people for at least the first 2 years of practice, then 1:6) and d) 160 hours of training therapy (40 hours per academic year).

The therapy practice element can be performed in your local area in your own time. However supervision and training therapy must normally take place at Northern Guild premises in either Newcastle or Teesside. If you live outside of the area we can negotiate how this can be achieved. The cost of supervision is £60 per hour. Based upon this, 90 hours individual supervision is £5,400. This cost may be reduced if group supervision is used but the reduction depends upon a number of factors including the accrediting body, the size of your caseload, the frequency of group supervision and the size of each group. Psychotherapy practice and supervision continue until qualification.

The cost of Individual Training Therapy is approximately £45 per hour. The Personal Development Group Counts as 20 hours of in year one. Training Therapy continues until you pass your Final Assessment. If you delay taking your Final Assessments or are not initially successful this will result In extra costs.

During your training, you will also be required to attend termly tutorials until your Final Assessment. The current cost of these is £55 per tutorial. Northern Guild membership will also need to be maintained at £80 per year.

MSc in Psychotherapy (Adult) <i>MSc Weekend Course (Validated by Newman University)</i>	Year 1	Year 2*	Total
Tuition Fees (paid annually)			
Weekend Core Training Fees	£2,500		
MSc University Registration Fee	£975		
MSc University Annual Enrolment Fee		£395*	
Northern Guild Membership	Included	Included	
MSc Dissertation Seminars		£630*	
<u>Required Specialist Modules:</u>			
PG DiP Research Seminars	£300		
Story and Metaphor	£360		
Themed Practicum 1	£125		
Themed Practicum 2	£125		
Oral Case Presentation	£175		
The Inner Child	£600		
Minimum supervision and tutorials (pay as you go)			
Academic Tutorials		£165*	
Dissertation Supervision		£600	
Clinical Supervision	£720	£720*	
Final Assessment			
Draft Dissertation Marking Fee		£75	
Dissertation Marking Fee		£495	
MINIMUM TOTAL COST	£5,880	£3,080	£8,960

Additional Dissertation Years

Please note that if you do not complete your dissertation by the end of your first dissertation year (year 2), you can extend and submit your dissertation in a later year. The minimum cost for each additional year is £1,910, which covers the items above marked with *

Exiting with the PG DiP award

You may decide to exit the MSc programme after year 1 and leave with the PG DiP qualification. If you have outstanding assignments or requirements at the end of the first academic year then you will be required to pay some of the costs in relation to year 2. These will depend upon the individual but these costs could include some of the items marked with *

Minimum practice and supervision (pay as you go)

The minimum requirements relating to this specific training route are a) complete 120 hours clinical practice per year, b) complete 12 clinical supervision hours per year (maintaining a minimum supervision ratio of 1:10), c) complete 10 hours of Dissertation Supervision and d) complete 3 academic tutorials per dissertation year. The expected cost of Individual clinical supervision is £720. This is based upon the current rate of £60 per hour for a supervisor.

Additional requirements for UKCP registration and /or other accrediting bodies

The costs above are based on completing hours of practice and supervision needed to meet the specific Newman course requirements. If you wish to go on to register with UKCP please be aware that there are additional requirements for clinical practice, supervision and training therapy. You may be required to meet other minimum standards as part of your other obligations; for example, BACP require that you complete a minimum of 18 hours supervision per year.

Entry Requirements (Workshops)

Additional fees of £360 per workshop will be incurred if you have not completed the equivalent of Northern Guild's Imagery workshop or its Researching Counselling and Psychotherapy Workshop.

MSc in Psychotherapy (Child) <i>MSc Weekend Course (Validated by Newman University)</i>	Year 1	Year 2*	Total
Tuition Fees (paid annually)			
Weekend Core Training Fees	£2,500		
MSc University Registration Fee	£975		
MSc University Annual Enrolment Fee		£395*	
Northern Guild Membership	Included	Included	
MSc Dissertation Seminars		£630*	
<u>Required Specialist Modules:</u>			
PG DiP Research Seminars	£300		
Story and Metaphor	£360		
Themed Practicum 1	£125		
Themed Practicum 2	£125		
Oral Case Presentation	£175		
The Inner Child	£600		
Minimum supervision and tutorials (pay as you go)			
Academic Tutorials		£165*	
Dissertation Supervision		£600	
Clinical Supervision	£720	£720*	
Final Assessment			
Draft Dissertation Marking Fee		£75	
Dissertation Marking Fee		£495	
MINIMUM TOTAL COST	£5,880	£3,080	£8,960

Additional Dissertation Years

Please note that if you do not complete your dissertation by the end of your first dissertation year (year 2), you can extend and submit your dissertation in a later year. The minimum cost for each additional year is £1,910, which covers the items above marked with *

Exiting with the PG DiP award

You may decide to exit the MSc programme after year 1 and leave with the PG DiP qualification. If you have outstanding assignments or requirements at the end of the first academic year then you will be required to pay some of the costs in relation to year 2. These will depend upon the individual but these costs could include some of the items marked with *

Minimum practice and supervision (pay as you go)

The minimum requirements relating to this specific training route are a) complete 120 hours clinical practice per year, b) complete 12 clinical supervision hours per year (maintaining a minimum supervision ratio of 1:10), c) complete 10 hours of Dissertation Supervision and d) complete 3 academic tutorials per dissertation year. The expected cost of Individual clinical supervision is £720. This is based upon the current rate of £60 per hour for a supervisor.

Additional requirements for UKCP registration and /or other accrediting bodies

The costs above are based on completing hours of practice and supervision needed to meet the specific Newman course requirements. If you wish to go on to register with UKCP please be aware that there are additional requirements for clinical practice, supervision and training therapy. You may be required to meet other minimum standards as part of your other obligations; for example, BACP require that you complete a minimum of 18 hours supervision per year.

Entry Requirements (Workshops)

Additional fees of £360 per workshop will be incurred if you have not completed the equivalent of Northern Guild's Imagery workshop or its Researching Counselling and Psychotherapy Workshop.

FAQ's

Q: How much are the tuition fees?

A: A detailed breakdown of your Tuition Fees and most other costs can be found in the tables shown on pages 6 to 17.

Once you have completed an interview and been offered a place on your chosen course, you will be sent an **offer letter**, which will include details of your tuition fees for the year along with tailored payment plans with specific amounts and dates.

Q: How can I pay?

A: We accept payments by cash, cheque, online bank transfer, debit or credit card. Account details for bank transfers will be sent with the offer letter. Cheques are made payable to Northern Guild.

Q: When do I need to pay by?

A: Your offer letter will specify the dates by which you need to pay any deposit and subsequent instalment payments.

Q: Is there any funding available to help meet the course fees?

A: An interest free monthly payment option is available.

Q: What happens if I decide to leave the course or defer for a year?

A: If you have formally accepted your place on the course and you then withdraw from it before the course has started, you are required to pay the deposit of £600. If you withdraw after you have begun to attend the course then you will be required to pay the fees in accordance with the Terms and Conditions irrespective of further attendance.

From year 2 onwards, if you want to apply to defer your training for a year we do have a procedure for doing this.

You will need to agree this with your course tutor and / or supervisor who will provide you with the relevant information that you require. This will include details of any ongoing requirements that need to be met

during the Interruption to Studies (ITS). An ITS can only be taken for a whole Academic Year.

Q: What happens if I have already completed some prior learning?

A: We have a process for recognising some formal Prior Learning. Accreditation of Prior Learning (APL) may enable you to join one of our courses part way through, subject to UKCP rules. Those studying for a BACP accredited qualification are not able to use APL at Northern Guild. APL can also apply to Specialist Modules / Workshops. Different fees apply to the various options and these are generally bespoke. This is because each applicant usually has different levels of prior learning.

Q: I've trained to work with Adults but now want to work with Children and Young People?

A: The Post Qualifying Diploma in Child Counselling or Child Psychotherapy (PQ DIP) is a bespoke training programme designed for qualified counsellors and psychotherapists who want to extend their knowledge and skills to enable them to work with children and young people. This course meets BACP requirements for CPD and can lead to UKCP registration as a Child Psychotherapist/Child Psychotherapeutic Counsellor. Please contact us if you would like further details of this training route.

Q: I think I need an Individual Study Programme. What flexibility does Northern Guild Offer?

A: Northern Guild does offer Individual Study Programmes which are tailored to your specific needs. Please contact us for further information if you think this applies to you. The cost of a bespoke training programme reflects the extra costs that we incur as a result of offering bespoke training. This usually means that the fee for a day of bespoke training is higher than the fee for a day on one of our standard training courses.

Q: Can my employer pay my fees on my behalf?

A: Yes, your employer or any third party can pay your fees on your behalf.

Q: What is an offer letter?

A: This is the letter we send to you to formally offer you a place on your chosen course. It contains important information including your training dates, fees and required modules. We send you an offer letter annually for each academic year of training, usually in April or May.

Q: Will my course fees increase each year?

A: Course fees generally change in line with our costs but they can also be affected by changes in course requirements.

Q: What are Additional Qualification Options and what is Progression and how much do they cost?

A: Some of our courses give you the option of obtaining a second qualification for a much reduced fee. This enables you to enhance your CV without paying the full costs of both courses. This is sometimes referred to as Dual Registration.

If you choose to do this then you will be asked to complete a Registration Form before you begin on your secondary training route. You will also need to budget for additional modules, final assessment fees and other costs (e.g. supervision and training therapy) to meet the requirements of the additional course you are registering onto.

The **Additional Qualification** route is a popular and cost-effective option as you will often be covering much of the requirements for other courses in completing your initially chosen course. There is a one-off fee (currently £100) which is payable at the time of registration for each additional option you choose.

For example, if you initially register on to our 4-year Diploma in Psychotherapy (DiP) course

then you will already be covering most of the requirements of the Diploma in Psychotherapeutic Counselling (DPC) route. By choosing to also register onto the DPC course means that you can obtain an additional qualification for a much reduced cost. This could also allow you to qualify and practice as a Counsellor whilst completing your fourth year of the DiP to qualify and register as a Psychotherapist.

Progression is another extremely popular choice made by many trainees. For example, you could start your training on the 3-year Diploma in Psychotherapeutic Counselling (DPC) course and progress onto the DiP course if you want to continue your studies to a more advanced level. You will already be covering the larger part of the DiP requirements, but please bear in mind this route would incur the further costs of an extra year of training and additional requirements.

If your initially chosen route is the 2 year DPC Evening course then, following the second year of this course, you can progress to the Diploma in Psychotherapy. A Diploma in Psychotherapy will enhance your CV and open up more career options for you.

Q: What happens if I get into financial difficulties?

A: While we hope this doesn't happen to any of our students, sometimes exceptional circumstances might mean a change in your financial position. If you find yourself in this situation, please seek advice from our Finance Manager in the first instance.

Q: Can I defer my Final Assessment?

A: In order to keep you on track for professional registration, we require that you defer no more than once. There is an additional fee for a deferment (currently £70).

Q: Do I need to pay Final Assessment Fees again if I am not successful?

A: The Industry Standard is that full final assessment fees are payable if you need to repeat your Final Assessment. However, Northern Guild recognises that these additional costs can be a concern at a difficult time and has decided to offer a 25% discount to those candidates who find themselves in this situation.

Q: Where can I find the information I need about other Specialist Modules / Workshops?

A: We produce a List of Workshops which can be downloaded from our website. We also display most of this information on our Noticeboards at each Centre. You can also contact our Northern Guild Office to ask for the information you require.

Q: I'd like to know more about Infant Observation Seminars and the related fees and commitments?

A: These are completed by students who are studying for the Diploma in Child Psychotherapy qualification and are related to the actual observation of infants during their first two years of life. Students are required to attend six group supervision seminars per year for two years. A Northern Guild Supervisor will run the seminar groups and these are normally held in Newcastle. You will be asked to find an observation placement

(mother and baby) prior to the birth of the baby. It is difficult to know in advance the precise times and dates that you will need to join supervision seminars as you won't know for sure when you will find a suitable placement or when actual observations will begin.

Dates of supervision seminars are generally set in advance and groups cannot exceed a certain size. This means that, in some circumstances, you will not be able to join a group when you need to. In order that the placement can continue you will be required to have individual supervision instead until a vacancy becomes available in one of the groups. The cost of Individual Supervision is £60 per hour which is higher than the cost of seminars (£50 per session).

You will find additional information about Infant Observations in the Handbook of Training.

Q: What Levels of training do your courses correspond to?

A: The Diploma in Psychotherapeutic Counselling is equivalent to a Level 5/6 whereas the Diploma in Psychotherapy is equivalent to a Level 7.

Northern Guild - Terms and Conditions

It is essential you read our Terms and Conditions as by making your initial payment or by returning your course acceptance and payment declaration form you are agreeing to be bound by these policies. The terms and conditions apply throughout your training at Northern Guild and are updated from time to time.

1. Payment and Refund Policy - Annual Tuition Fees

1.1 Fees are non-refundable and non-transferable (for exception see 1.5).

1.2 By making your initial payment or by returning your signed course acceptance and payment declaration form you formally accept your place on the course and agree to be bound by these Terms and Conditions. This applies to all academic years.

1.3 Once you have formally accepted your place on the course, if you a) withdraw from the course before it has started or b) interrupt your training for any reason before it has started, then you are required to pay the deposit of £600. If you have already paid this then no refund will be made.

1.4 Once you have begun attending the course, your Notice Period for withdrawing from the Course is four months. If you withdraw from the course after you have begun attending it, then you are liable to pay the fees for the training that you have actually attended and for the fees relating to the training that you have contracted to attend for the remainder of your Notice Period, irrespective of further attendance. You must give four months' notice of withdrawal to Northern Guild in writing in order for the Notice Period to begin.

1.5 If a training course is cancelled by Northern Guild before it has begun, Northern Guild will transfer any corresponding fees to another course as requested by the student. If Northern Guild is unable to meet this request, the corresponding fees will be refunded in full.

1.6 An invoice to a third party can be provided on request.

1.7 A default on a standing order or other payment plan includes a) a failure to set up a standing order as agreed, b) missed payments, c) late payments or d) incorrect payment amounts. Each default will incur a fee of £10. In relation to the first missed or incorrect payment only, a genuine error which is rectified within 14 days of the mistake taking place will not result in a £10 fee. Please also refer to Section 3 for further actions upon default.

1.8 If a standard core training session is missed, the student can re-book with a 25% discount. If a specialist module / workshop is missed, no discount can be applied. Allowances can be made for exceptional, religious or cultural reasons provided reasonable notice is given.

2. Payment and Refund Policy – Specialist Module / Workshop Fees

2.1 Fees are non-refundable and non-transferable (for exception see 2.2).

2.2 If a specialist module / workshop is cancelled by Northern Guild before it has begun, Northern Guild will transfer any fees paid to another course as requested by the student. If Northern Guild is unable to meet this request, all fees paid will be fully refunded.

2.3 You can pay 50% of the specialist module / workshop fee as a deposit to secure your place. The remaining balance must be received in full 4 weeks before the start date otherwise Northern Guild reserves the right to offer your place to another individual. If this happens, then your deposit will be forfeit and be used to cover the costs involved.

2.4 Applicants will not be admitted onto a specialist module / workshop unless they have paid in full before the start date.

2.5 It is the student's responsibility to notify us immediately if the dates allocated for required specialist modules / workshops cannot be attended. Northern Guild does not guarantee places will be available on the student's first choice of dates.

2.6 If a student cancels their place then all fees paid are forfeit.

2.7 If a specialist module / workshop is missed, the student will need to re-book this, pay the full cost for attending the replacement module and will have forfeited all fees for the missed session. This is because Northern Guild incurs significant costs when it secures your place on a course and it still needs to pay those costs whether or not you attend. Allowances can be made for exceptional, religious or cultural reasons provided reasonable notice is given.

2.8 If your specialist module / workshop is being paid for as part of your annual training fees (as specified in your Offer Letter) then Northern Guild reserve the right to deem that you have not paid for your Specialist Module / Workshop if you have defaulted on an agreed payment plan (e.g. lump sum, standing order, individual bespoke payment plan, etc.) and have not rectified this within 14 days.

3. Non-Payment of any Fees

3.1 Once a student formally accepts their place on a course they will be liable to pay their tuition fees in accordance with Section 1 of these terms and conditions (Payment and Refund Policy – Annual Tuition Fees).

Northern Guild follows a Non-Payment of Fees Procedure which is divided into three stages:

Stage 1: Initial Procedure; Stage 2: Formal Procedure; Stage 3: Legal Action

Northern Guild reserves the right to omit Stage 1 if this stage has not been completed within 28 days of the date that the outstanding fees were originally due to be paid.

3.2 Stage 1: Initial Procedure

Northern Guild will send an Email request for the outstanding fees to be paid within 7 days. Charges may also apply as per terms and condition 1.7.

3.3 Stage 2: Formal Procedure

If a student does not pay the outstanding fees due then Northern Guild will take the following actions on or after 28 days have elapsed since the date of non-payment:

A letter or email will be sent to the student requesting that the outstanding fees be paid within 7 days and state that they will be suspended from the course if the outstanding fees are not received on or before the expiry of the 7 day deadline. Their Tutor and Supervisor will be informed so that they are aware of the risk of the student being suspended from the training programme. If the payment is not made within the 7 day deadline then the student will be suspended from all aspects of the training programme.

3.4 Stage 3: Legal Action

Following suspension from the course, Northern Guild will retain the right to take legal action for the recovery of unpaid fees without further notice.

4. Other important points

4.1 You will incur other costs over and above those specified in the Tuition Fees Guide. These include costs associated with travelling, subsistence, accommodation, printing, stationery and books. This list is not exhaustive.

4.2 These Terms & Conditions will change over time so please keep yourself familiar with the updated versions. New versions will appear on Moodle or can be obtained from the Northern Guild Office.

4.3 Please note that all fees may be subject to change from time to time and generally increase each year in line with our costs. Changes to course requirements can also lead to changes in fees.

4.4 Northern Guild reserves the right to make changes to the syllabus, module dates and to any other details of the training courses.

4.5 Northern Guild will always endeavour to notify students of changes referred to in 4.4 but will be unable to accept responsibility for messages that have not been received.

4.6 It is the student's responsibility to provide correct contact information and to update Northern Guild of any changes to their contact details.

4.7 Northern Guild will use your data in line with our privacy policy. You have a right to request that we do not do this but this may affect the services that we can provide to you. In some cases this will mean that you will need to leave the training programme and you will be classed as having withdrawn as a result.

4.8 When making online banking payments to Northern Guild, you are asked to take extra care in ensuring that you have correctly recorded Northern Guild's bank details. Northern Guild cannot be held responsible for payments that are made into an incorrect bank account.

4.9 If a cheque is returned unpaid, a £15 fee will be payable to Northern Guild to cover administration and bank charges.

4.10 If Northern Guild needs to make a payment to you then it is your responsibility to provide us, in writing, with your correct bank details. Northern Guild cannot be held responsible for payments that are made into an incorrect account in error when you have not provided the correct details.

4.11 It is extremely important that you protect the privacy and confidentiality of any personal or sensitive data that you acquire, manage or store, particularly where this data is in respect of an individual or group. There is a responsibility on all of us to be legally and ethically compliant and to keep up to date with the relevant legislation. The Information Commissioner's Office (ICO) has a very good website that contains all of the key requirements. Password protecting documents or files is considered essential. If you need to disclose the password to a third party then a different method of communicating that password must be used (e.g. text message) to the method used to send the

original file (e.g. email). You will also need to pay an annual fee to the ICO as a Data Controller which costs approximately £40 per year.

4.12 It is important to note that progression through the course from one academic year to the next is not automatic. All assessments, course attendances, training therapy sessions, counselling or psychotherapy practice hours and supervision sessions must normally be completed to the satisfaction of the Training Team before the student is able proceed to the next stage of training.

4.13 It is important to remain a member of Northern Guild until you qualify with us. This means that you are signed up to Northern Guild's Code of Ethics and Codes of Practice and benefit from the protection that brings. The membership year runs from 1st October to 30th September. If you allow your membership to lapse then you may be deregistered from your Northern Guild training course. If you wish to apply for UKCP registration through us then you will also need to be a member of Northern Guild from the period since your qualification with us. In any circumstance, if you let your membership lapse then the charge for reinstatement of that membership is subject to additional fees.

4.14 You may decide that you want to change the primary course you are registered on to. For example, you may want to switch from attending a weekend course to an evening course. If you want to request a change of course then you will need to contact the Courses Administrator and obtain an application form. There is a fee of £75 payable upon submission of your application form. If successful then you may not get full credit for the training already attended as some of this may need to be repeated.

4.15 If you submit a written course assignment after the required deadline then there will be a fee payable to cover the extra costs associated with this.

4.16 All fees payable in relation to Assessments and Dissertations are non-refundable. Northern Guild incurs significant costs once these fees have been paid.

4.17 Places on Infant Observation seminars may not always be available when you need them. If this applies to you then you may need to pay for Individual supervision at £60 per hour until such a place becomes available.

4.18 Once your scheduled core training dates have ended your academic status will change to "Pending Qualification". For example, if you are enrolled onto the 3-year Diploma in Psychotherapeutic Counselling weekend course, the scheduled core training will normally end in the July of your third academic year. Following this, you will agree your pathway to qualification with your tutor. This may involve catching up on missed training sessions, therapy or supervision or completing your placement hours. During the Pending Qualification stage you will be required to attend termly tutorials and maintain your Northern Guild membership; your tutor will help you to understand and plan the completion of your remaining requirements. Each tutorial costs £55 and will be payable directly to your tutor. The requirement to attend termly tutorials may be met if you attend a Professional Development Group or a Continuous Professional Development Group instead. Also, if you are dual registered onto a longer training route and you are still receiving core training

for that course, then you will already be receiving tutorials as part of that training pathway so the additional termly tutorials will not be required.

4.19 In relation to supervision, therapy and tutorials, the term “hour” refers to the “therapeutic hour” which is 50 minutes in length.

4.20 The typical cost of Individual Training Therapy with a newly qualified therapist is £45 per hour. Please note that training therapy continues until you pass your Final Assessment exams. If you delay taking your Final Assessments or are not initially successful then this will result in additional costs of therapy.

4.21 You will continue to receive ongoing Supervision of your counselling practice / clinical practice / placement hours until qualification. If your caseload is higher than the minimum required by the course or, if you delay your final assessment, then your supervision hours will be higher than the minimum required. Additional supervision hours will result in additional supervision fees.

4.22 In relation to therapy and supervision, if you choose to exceed the requirements you will incur additional costs. Please note additional costs can vary as therapists and supervisors set their own rates. Supervisors and therapists may also increase their fees from time to time.

4.23 Group Supervision is usually a more cost effective option than individual supervision. However there are limits to the amount of group supervision that can be claimed when working out whether or not you have met the clinical supervision requirements. In respect of BACP Accredited courses, up to 50% of the time spent in Group supervision can be counted toward the overall requirement, however other limitations apply (e.g. there is a maximum group size, a proportion of supervision must be on an Individual basis, etc.). The other 50% can count towards your training contact hours. In respect of a UKCP Accredited course, 100% of the time spent in Group supervision can be counted toward the overall requirement subject to their being a maximum of 3 people in a group. For all cases your supervision requirements must include a significant proportion of individual supervision.

4.24 Online Supervision is possible for those students who reside over 60 miles from their nearest Northern Guild training centre. However, an established Face to Face supervisory relationship needs to be established first and there are limits to the amount of online supervision that can be used when determining your supervision ratio. All students must follow the Online Supervision Policy and book this through the Northern Guild Office. Online supervision which takes place without being arranged through the Northern Guild Office cannot be counted toward your total supervision hours and therefore in your Supervision Ratio.

4.25 As part of your MSc, you may be required to have a Final Draft of your Dissertation marked. If this is the case then you will need to pay a marking fee directly to the second reader.

4.26 If you are enrolled onto the MSc programme you may decide to exit with the PG DiP qualification. If you have outstanding assignments or requirements at the end of the first academic year then you will be required to pay some of the costs in relation to year 2 of the MSc programme.

These will depend upon the individual but in any case these will include the University Annual Enrolment Fee and the Northern Guild Membership fee.

4.27 The earliest point at which you can register to take your Final Assessments is at the end of your taught course, usually in June. The actual Final Assessments take place in the November following the June registration date. You will need to maintain Northern Guild Membership, Personal Therapy, Clinical Practice and Supervision up to the point of qualification and this may result in additional costs. Another round of Final Assessments normally takes place in May, for which the registration date is around the 1st December preceding this.

4.28 An important part of the Final Assessment process is the checking of your Supervision Ratio; this is the ratio of the number of hours of clinical practice (seeing clients) to the number of hours of supervision that you have received, bearing in mind that Group Supervision hours cannot always be counted in full for this purpose. It is important to note that minimum supervision ratios must be maintained over each academic year. This means, for example, that excess supervision hours in year 2 say can't be used to make up insufficient supervision hours in year 4 say.

4.29 If you take a longer time than expected to register for your final exams then you may "time out". UKCP specify time limits on how long a student can be registered on a course before qualifying. This is 5 years for the Diploma in Psychotherapeutic Counselling course and 7 years for the Diploma in Psychotherapy course. These limits apply for Adult or Child specialism routes. If you do "time out" then you may be de-registered from the relevant course. In order to re-register you will be required to complete a formal application process and pay the associated fees which apply at that time.

4.30 Where a student is the subject on an ongoing complaint they will not be able to sit any final assessment until the complaint is finished, outstanding sanctions resolved and a Northern Guild Director has confirmed that the trainee can start or continue with their Final Assessment (s).

4.31 If you decide to defer your Final Assessment you will be required to pay a deferment fee. This is currently £70. You will only be able to defer once.

4.32 During the Final Assessment process you are advised to request that your draft final written assessment is read by your supervisor. The supervisor will charge a draft-marking fee for this.

4.33 If you are not successful in your Final Assessment then you will be required to pay three quarters of the full Final Assessment fees in order to be reassessed.

4.34 When you have completed your Final Assessment (s) your draft results are checked and verified by the Accreditation Committee. In order to complete this process and award a qualification they also need to review your whole Portfolio of Training. If you are unable to provide your completed Portfolio to the committee at this time then the award will be delayed. If you submit your portfolio at a later date then a fee will be charged to cover the associated costs of bespoke accreditation arrangements.

4.35 Following qualification you will be issued with your Award Certificate. You can choose how your name appears on the certificate. If you do not choose your full legal name then there is a risk that some Organisations will seek further verification from Northern Guild that you are the person named on the certificate. There will be an Administration charge for this which will be that which is applicable at the time of verification. Once issued, the name on a certificate cannot be changed without the approval of Northern Guild.

4.36 A charge will be made for replacing lost, damaged or missing certificates (these will be marked "Replacement Certificate") or for providing copy certificates (these will be marked "Copy Certificate"). There will also be a requirement to verify your identity upon application for the replacement or copy. The current cost associated with this is £75 but this will change in line with our costs.

4.37 Following qualification you may wish to apply for or work towards full clinical membership of UKCP (professional registration). If you still need to accrue additional clinical practice hours (to meet the "450 hours" requirement) then you will need to be in Supervision with a UKCP Registered Supervisor at the required ratios for safe and ethical practice. This supervision can also be used to count towards any additional training hours you may need.

4.38 Northern Guild can process your application to register as a full clinical member of UKCP once you have met all the relevant requirements. If you apply at the same time as taking your Final Assessments then no Administration charge will be made by Northern Guild in respect of processing your application. However, if your application is made at a different time then your Portfolio of Training will need to be brought up to date, processed by Northern Guild and assessed by the Accreditation Committee. The Administration charge for this is currently £35.

4.39 Once you become a full clinical member of UKCP (sometimes referred to as a professionally registered or accredited member of UKCP) it is important to also remain a member of an Organisation Member of UKCP (such as Northern Guild) or become a Direct Member of UKCP. If you don't do this then you may find that your professional indemnity insurer will reject any claim you make in the event that you suffer losses due to any successful complaints made against you.

4.40 Northern Guild can process your five yearly application for re-registration with UKCP if you have remained a continuous member of Northern Guild, have met all of your CPD requirements and are in good standing at the time of application. There is a Northern Guild Administration charge of £150 for this. If you do not meet these requirements the Administration fees will be significantly higher as the process of verifying your good standing will be more complicated. In some cases you may be required to apply for re-accreditation.

This version: 25th November 2019