

## NORTHERN GUILD APPLICATION FORM

Please use this form if you believe that you have significant amounts of prior learning such that it may qualify for our Recognition of Prior Learning (RPL) programme. This may mean that you are able to join our training programme part way through. This form is also to be used by qualified practitioners with either an Adult or Child qualification, who wish to undertake post-qualifying training (PQ DiP) so they can also become a qualified practitioner in the other specialism.

There is an application fee of £275 which is payable upon submission of this application form. **In addition, there is an enrolment fee of £375 which is payable upon accepting your offer of training / bespoke learning plan from Northern Guild.** Further fees are then payable for your actual training programme and these are detailed in your offer letter or other written agreement.

Please complete this form in full

**Which are you primarily interested in?** RPL (UKCP only)  Post Qualifying Diploma

**Please also indicate which Diploma you are interested in applying for:**

***Recognition of Prior Learning:***

Diploma in Psychotherapy  Diploma in Psychotherapeutic Counselling

Diploma in Child Psychotherapy  Diploma in Child Psychotherapeutic Counselling

***Post Qualifying Training:***

Post Qualifying Diploma in Child Psychotherapeutic Counselling

Post Qualifying Diploma in Child Psychotherapy

Post Qualifying Diploma in Psychotherapeutic Counselling (Adult specialism)

Post Qualifying Diploma in Psychotherapy (Adult specialism)

*Please note that RPL cannot be used to acquire a BACP Accredited qualification with Northern Guild. Also, UKCP specify that a minimum of 50% of total training hours must be obtained at Northern Guild before a UKCP accredited Diploma can be issued. The PQ DiP relies on RPL so these rules apply to that too.*

**Title:**

**Full Legal Name: (as it appears on your Passport or Driving Licence)**

**Preferred Name (if different):**

**Preferred Pronouns;** for example, she/her/hers they/them/theirs he/him/his/

**Date of birth:** **What description best describes your gender:**

**Address:**

**E-mail Address:**

**Telephone:**

**How did you find out about this course?**

<input type="checkbox"/> Word of mouth	<input type="checkbox"/> True North Therapy Blog	<input type="checkbox"/> Other (Please Specify)
<input type="checkbox"/> Employer	<input type="checkbox"/> BACP/UKCP website	
<input type="checkbox"/> Social Media	<input type="checkbox"/> Search Engine	

**Occupation:**

**Special Requirements**

Please give details of any requirements you have, or any support you might need to enable you to access either the interview, the introduction to training day or the full training.

**Identity**

Is there anything you would like us to be aware of about your identity?

**Please summarise below your prior counselling / psychotherapy qualifications and experience that you wish to have recognised through our RPL procedure.**

Degree (any subject), relevant professional qualification / previous training and / or experience; Dates, name of course, name of organisation, hours of training). Please provide evidence of all Psychotherapy/Counselling Training

**Total hours of supervised clinical practice completed to date.**

**Name of current supervisor**

*Qualified and experienced to supervise  
Psychotherapy/Psychotherapeutic Counselling  
Child/Young Person Psychotherapy  
Child/Young Person Psychotherapeutic Counselling*

Professional Registration details:

Ratio of supervision to client hours:

**Name of previous supervisor**

*(if with current supervisor less than 1 year)*

Professional Registration details:

Ratio of supervision to client hours:

**Personal Psychotherapy / Counselling hours completed**

All course participants are required to undergo an enhanced Disclosure and Barring Service check, if an up to date one is not already in place. Do you have any criminal convictions?

**YES / NO** (delete as appropriate) *If yes, please do not give details on this form. A separate form will be sent to you. A conviction is not necessarily a bar to your application or registration.*

**Please answer each question using a maximum of 50 words per answer**

1	What particularly attracted you to the training at Northern Guild?	
2	What do you believe are your strengths in working with Adults or with Children and Young People?	
3	What do you think will challenge you?	

**English Language Qualifications:**

You need to be proficient in the English language in order to succeed on our course.

**Is English your First Language?** YES / NO (delete as appropriate)

If no, then please provide full details of your English Language Qualification(s), including the grade and date passed, below:

**Eligibility to Study in the UK**

Please confirm that you meet UK residency requirements to live and study in the UK

**YES / NO** (delete as appropriate)

If this is not the case, you will need to establish the right to live and study in the UK before you apply to train at Northern Guild.

Have you ever had or are you currently receiving psychiatric help or been diagnosed with any psychological or emotional condition or been in recovery from an addiction in the last five years? This does not include short-term counselling.

**YES/NO** (delete as appropriate) *If so, please give details.*

**Please note:** Applicants who fail to disclose a condition which later comes to light may have their offer of a place withdrawn or their registration terminated if they are not fit to practice counselling and / or therapy with reference to UKCP and BACP requirements.

**REFERENCES:** Please give details of two people whom we may contact for a reference. One referee should be your supervisor. Successful applicants will be offered a place subject to references.

<b>REFERENCE 1:</b> Name: Job Title: Address:  Telephone No: Email:  <b>Work/Academic</b> (please indicate)	<b>REFERENCE 2:</b> Name: Job Title: Address:  Telephone No: Email:  <b>Work/Academic/Personal</b> (please indicate)
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### **Relationships**

Please let us know if you have any existing relationships (friendships, family relationship e.g. sibling, counsellor etc.) with either any member of the Northern Guild staff or with a current or prospective student.

### **DECLARATION**

I confirm that the information I have given on this form is correct and complete. I understand that due to the nature of the ethical and professional responsibilities attached to the role of a trainee in the area of psychological therapies, an enhanced DBS Disclosure will be sought in the event of a successful application and that details of any criminal convictions, cautions, reprimands and final warnings and other information which may have a bearing on my suitability for the profession will be required to be disclosed to the Course Director. Any inaccurate or misleading statements may be sufficient for cancelling any agreements made.

Northern Guild processes and stores your information in accordance with its privacy policy. The privacy policy can be found at the end of this form. All information provided to us is classed as strictly private and confidential and is held in accordance with current Data Protection legislation. Signing below also signifies that you have read and agree to our privacy policy

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **APPLICATION FEE (£275)**

This is payable upon application. It also covers the cost of any professional consultation that you may require.

Payments can be made using Cash, Cheque, Bank transfer, Paypal or by using a debit or credit card. Please make cheques payable to "Northern Guild". Our Paypal payment address is [pay@northernguild.org](mailto:pay@northernguild.org)  
Our bank transfer details are as follows: Sort Code **20-56-78**, Account Number **83616975**.

## **RETURNING YOUR FORM & CV TO US**

**Because of the detailed nature of your application, we request that you also send us an updated copy of your CV.**

Please send these to:

The Course Administrator, Northern Guild, 83, Jesmond Road, Newcastle upon Tyne, NE2 1NH

**OR** send them via email to [courses@northernguild.org](mailto:courses@northernguild.org)

**OR** send them via the secure website upload page at <https://www.northernguild.org/application/>.

Thank you for taking the time and effort to complete this application form.



# Northern Guild Equality and Diversity Monitoring Form

In keeping with Northern Guild's vision we are committed to promoting fairness, diversity and inclusion amongst our students, staff, training professionals and clients, irrespective of race, gender, age, disability, sexuality or any other criteria.

**You are under no obligation to provide the information below**, however in order to successfully monitor the effectiveness of our equal opportunities policy, we would be grateful if you would complete this form. Upon receipt this form is separated from your application and is not seen by any practitioners involved in the application process. The information is to be used solely for evaluation purposes.

**Training Course Applied For:** \_\_\_\_\_

**Enrolment Year:** \_\_\_\_\_

**1. Gender**       Female       Male       Other

**2. Age**       18-24       25-34       35-44       45-54       55-64       65+

### 3. Disability

Do you consider yourself to have a disability?

Yes       No       Prefer not to say

If yes, please specify \_\_\_\_\_

### 4. Ethnic Origin

What do you regard as your ethnic origin?

Black African	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Asian Pakistani	<input type="checkbox"/>
White	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>
Mixed Heritage	<input type="checkbox"/>	Asian Chinese	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

If other, please specify \_\_\_\_\_

**5. Nationality** \_\_\_\_\_

**6. Religion**       Prefer not to say       Muslim       Jewish       Christian  
 Atheist       Hindu       Buddhist       Other

If other, please specify \_\_\_\_\_

**7. Sexuality**       Heterosexual       Homosexual       Other       Prefer not to say

## **Privacy Policy – Application for training**

When you apply to train with us, we have an obligation and requirement to collect information about you.

Northern Guild needs to keep and process information about you for normal training purposes. The information we hold and process will normally be used to assist in the provision of training services to you and for administration purposes. We will keep and use it to enable us to run the organisation and manage our relationship with you effectively, lawfully and appropriately, during the application process, whilst you are training with us, at the time when your training ends and after you have left us. This includes information to enable us to comply with the training contract, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations.

We may sometimes need to process your data to pursue our legitimate business interests, for example, for administrative purposes.

The kind of information we hold includes:

- Personal information given on the Application Form (Name, Date of Birth, Address, Email Address, Phone Numbers, Gender, Occupation, Education and Qualifications, Experience)
- Any sensitive personal information that you decide to share with us on the application form, during the interview or in other correspondence with us. This could include a number of things such as items from your medical history, your ethnicity, culture and beliefs, sexual preference, past abuse or life events, current difficulties, criminal convictions, etc.
- That provided on your CV if made available to us
- That from your email or other correspondence with us (including verbal)
- That which may be needed to collect and reimburse fees
- That which relates to complaints made by you or about you.

If you are a prospective student, a current trainee, a graduate or professional then we will need to share some of your data with other individuals or organisations for the purposes of your training and/or professional development. We may also use or share some of the information you provide us with for other reasons, such as to:

- maintain records
- respond to any enquiries you make
- administer any events in which you participate or wish to participate in
- investigate complaints
- meet our statutory obligations
- ensure the accuracy of our records
- to requisition a DBS on your behalf
- to register with UKCP, BACP, Newman University or with your loan provider
- prevent and detect crime and as part of our obligations under the Prevent Duty
- as part of our duty to protect those at risk of harm
- for the assessment of any tax or duty
- for the recovery of a debt
- if we are required to do so by any court of law
- archiving purposes

We keep information about you strictly private confidential. This means we store it securely and control who has access to it.

We will only share such information as necessary, and where we are satisfied that the other individual or organisation is entitled to receive it.

If you believe that information we hold about you is incorrect, or if you have concerns about how we are handling your personal information, please contact us.

Under the General Data Protection Regulation (GDPR) you have a number of other rights with regard to your personal data. You have the right to request from us access to your personal data.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

Northern Guild is a data controller. We are responsible for collecting and processing your personal information. Processing includes the organisation, retrieval, consultation, use, storing and destruction of information and its disclosure to other parties.

Your personal data and training record will be retained for a period of seven years after the end of Northern Guild's financial year following the ending of your relationship with us. Core information will be retained for longer to enable us to prove that you were awarded a qualification by us and for archiving purposes.

If you would like further information then please contact us.

**Northern Guild**  
**83 Jesmond Road, Newcastle upon Tyne, NE2 1NH**

The Information Commissioner's Office website can be found at <https://ico.org.uk/>