

NORTHERN GUILD PSYCHOTHERAPY AND COUNSELLING

# Tuition Fees Guide

2026-27 (New Students)



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## Introduction

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### 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 your regular "taught course" weekend or evening training session and your required specialist modules (workshops). These costs are outlined in the tables on pages 6 to 15.

**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 19).

The application fee for our courses is £80, payable on submission of your application. This partially covers the application process including the interview and the preparation of a training contract.

Please note that all fees are subject to change and generally vary 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 may 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](http://www.ddc.uk.net)). The cost for this is around £70 and will be payable directly to D.D.C. on request.

Professional Indemnity Insurance must be arranged before you start your counselling practice (placement). Your supervisor will advise you on this when you start the process of arranging your placement. Professional indemnity insurance usually costs between £140 and £200 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 once you begin your counselling practice. 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 £35.

### **Online Safeguarding Training**

An Entry requirement for all of our Diploma courses where the trainee is expected to enter a placement is online Safeguarding training. Full details will be provided in your offer letter.

### **BACP Membership**

All Diploma trainees whose course requires that they enter a client placement will be asked to become a student member of BACP and will need to abide by their codes of ethics and practise. Student membership costs about £90.

### **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](mailto:courses@northernguild.org)

Tel: 0191 691 9126

### Course Administration:

Sarah Bell

[info@northernguild.org](mailto:info@northernguild.org)

Tel: 0191 691 9126

### Finance Queries:

Jackie Redhead

[accounts@northernguild.org](mailto:accounts@northernguild.org)

Tel: 0191 691 9126

## Payment Options

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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 16.

### 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 Jackie Redhead at [accounts@northernguild.org](mailto:accounts@northernguild.org) with details of your request.

## Tuition Fees

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<b>Foundation Course – Weekend Option</b> Counselling Course – Newcastle or Teesside	<b>Year 1</b>
<b>Tuition Fees – One year course</b>	
Core Training Fees (8 weekends) Northern Guild Membership	£2,480 Included
<u>Required Specialist Modules:</u> Transactional Analysis (3 days)	£430
<b>TOTAL</b>	<b>£2,910</b>

### An Introduction to the Foundation Course

The Foundation Course forms a large part of Year 1 of our main Diploma courses. It is designed for those who are interested in learning about counselling and who have little or no prior knowledge. It is also helpful for those who want a career in counselling, but who wish to defer their choice of specific training route until a later date, perhaps until after they have experienced a few months of training with us. Successful completion of the Foundation Course results in the award of the Northern Guild Foundation Certificate in Counselling.

### Training Options

You may wish to begin training therapy as part of your course, but this is entirely your choice. The typical fee for weekly therapy is £60 per hour but you may choose a less regular frequency than weekly, if indeed you decide to select this option. You may also choose to attend elements of other courses which are part of higher training routes, if you are considering progressing to those at a later date or if you are interested in them.

### Training for the Diploma qualification

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 a significant percentage 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. You may also incur therapy costs depending upon which route you choose. Further details are provided for each course on the following pages.

<b>Foundation Course – Evening Option</b> <b>Counselling Course – Newcastle</b>	<b>Year 1</b>
<b>Tuition Fees – One year course</b>	
Evening Core Training Fees (24 evenings) Northern Guild Membership	£2,496 Included
<u>Required Specialist Modules:</u> Transactional Analysis (3 days)	£430
<b>TOTAL</b>	<b>£2,926</b>

### **An Introduction to the Foundation Course**

The Foundation Course forms a large part of Year 1 of our main Diploma courses. It is designed for those who are interested in learning about counselling and who have little or no prior knowledge. It is also helpful for those who want a career in counselling, but who wish to defer their choice of specific training route until a later date, perhaps until after they have experienced a few months of training with us. Successful completion of the Foundation Course results in the award of the Northern Guild Foundation Certificate in Counselling.

### **Training Options**

You may wish to begin training therapy as part of your course, but this is entirely your choice. The typical fee for weekly therapy is £60 per hour but you may choose a less regular frequency than weekly, if indeed you decide to select this option. You may also choose to attend elements of other courses which are part of higher training routes, if you are considering progressing to those at a later date or if you are interested in them.

### **Training for the Diploma qualification**

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 a significant percentage 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. You may also incur therapy costs depending upon which route you choose. Further details are provided for each course on the following pages.

<b>Certificate in Counselling (Diploma Option)</b>		
<b>EVENING Course – Newcastle</b> <i>Northern Guild Accredited – supports a pathway onto the BACP Register</i>	Year 1	Year 2
<b>Tuition Fees (paid annually)</b>		
Evening Core Training Fees (Y1 - 34 evenings, Y2 - 36 evenings) Northern Guild Membership	£3,536 Included	£3,744 Included
<u>Required Specialist Modules:</u> Transactional Analysis (3 days)	£430	
<b>TOTAL (Excluding supervision fees)</b>	<b>£3,966</b>	<b>£3,744</b>

Please note that if you successfully complete the above requirements then you will be entitled to the **Certificate in Counselling**. In order to obtain the **Diploma in Counselling**, you also need to complete the counselling practice option outlined below.

### **Counselling Practice Option**

In addition to the above training modules, you may also choose to complete 100 hours of supervised counselling practice (sometimes referred to as a placement). You would then be on a pathway which supports you in becoming a qualified counsellor.

**IMPORTANT** - If you do not choose this option then you will be unable to take BACP’s Certificate of Proficiency Exam and will not be able to practice as a qualified counsellor. You would instead be on the pathway to obtain the **Certificate in Counselling**, as the **Diploma** requires completion of this supervised counselling practice option.

**Assuming you do select this option**, you will be required to complete a) 100 hours of supervised Counselling practice beginning in the third term of year 1 and b) fortnightly supervision during periods of Counselling practice, ensuring a minimum of 1.5 hours per month and a supervision ratio of 1:6.

The counselling practice element of your training can be performed in your local area in your own time. This is supervised and a proportion of supervision can take place online although a minimum of 50% will be held on a face-to-face basis at Northern Guild. The cost of individual Supervision is around £65 per hour. This cost may be reduced if group supervision is used.

Once you complete your Diploma training you may be eligible to apply to BACP to take their Certificate of Proficiency exam. Successful candidates will then be able to become a registered member of BACP and begin work as a qualified counsellor.

### **Therapy Option**

You may wish to begin training therapy as part of your course, but this is entirely your choice. The typical fee for weekly therapy is £60 per hour but you may choose a less regular frequency than weekly, if indeed you decide to select this option.

<b>Diploma in Psychotherapeutic Counselling (DPC)</b>		
<b>ADULT Specialism - EVENING Course – Newcastle</b> <i>BACP Accredited Course</i>		
	<b>Year 1</b>	<b>Year 2</b>
<b>Tuition Fees (paid annually)</b>		
Evening Core Training Fees (Y1 - 36 evenings, Y2 - 36 evenings)	£3,744	£3,744
PD Training Fees (Y1 - 5 evenings, Y2 - 5 evenings)	£350	£350
Northern Guild Membership	Included	Included
<u>Required Specialist Modules:</u>		
Transactional Analysis (3 days)	£430	
Sand Tray (3 days)	£430	
Understanding the Brain and the Power of Connection (3 days)	£430	
Imagery (3 days)		£430
Researching Counselling & Psychotherapy (3 days)		£430
Story & Metaphor (3 days)		£430
Final Assessment		£270
<b>TOTAL (Excluding supervision fees)</b>	<b>£5,384</b>	<b>£5,654</b>

### **Additional Costs associated with training**

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

The counselling practice element of your training can be performed in your local area in your own time. This is supervised and a proportion of supervision can take place online although a minimum of 50% will be held on a face-to-face basis at Northern Guild. The cost of individual Supervision is around £65 per hour. Based upon this, 45 hours of individual supervision is £2,925. This cost may be reduced if group supervision is used. Counselling practice and supervision continue until qualification.

Training Therapy is **Optional**. The cost of Individual Training Therapy is approximately £60 per hour. A one-off fee of £65 is payable for your initial training therapy assessment meeting.

Once you complete your core training, you will be classed as Pending qualification. During this period, you will be required to maintain annual membership of Northern Guild at its prevailing rate and complete a termly tutorial until you pass your final assessment.

UKCP Accreditation - If you aim to become a full clinical membership of UKCP, you will need to complete a) 105 hours of training therapy, b) a third year of training and c) 450 hours of supervised counselling practice.

Other costs and fees in relation to training are detailed in this Fees Guide and in your personalised offer letter that you will receive before making a commitment to join the course.

<b>Diploma in Psychotherapeutic Counselling: Children and Young People</b>		
<b>CHILD Specialism - EVENING Course – Newcastle</b> <i>BACP Accredited Course</i>		
	<b>Year 1</b>	<b>Year 2</b>
<b>Tuition Fees (paid annually)</b>		
Evening Core Training Fees (Y1 - 36 evenings, Y2 - 36 evenings)	£3,744	£3,744
PD Training Fees (Y1 - 5 evenings, Y2 - 5 evenings)	£350	£350
Northern Guild Membership	Included	Included
<u>Required Specialist Modules:</u>		
Transactional Analysis (3 days)	£430	
Sand Tray (3 days)	£430	
Understanding the Brain and the Power of Connection (3 days)	£430	
Imagery (3 days)		£430
Researching Counselling & Psychotherapy (3 days)		£430
Story & Metaphor (3 days)		£430
Final Assessment		£270
<b>TOTAL (Excluding supervision fees)</b>	<b>£5,384</b>	<b>£5,654</b>

### **Additional Costs associated with training**

As a minimum, over the duration of your course, you are required to complete a) 150 hours of supervised Counselling practice and b) 50 hours of supervision (maintaining fortnightly supervision during periods of practice, a supervision ratio of 1:4 and a minimum of 1.5 hours per month).

The counselling practice element can be performed in your local area in your own time. A proportion of your Supervision can take place online although a minimum of 50% will be held on a face-to-face basis at Northern Guild. The cost of individual Supervision is around £65 per hour. Based upon this, 50 hours of individual supervision is £3,250. This cost may be reduced if group supervision is used. Counselling practice and supervision continue until qualification.

Training Therapy is **Optional**. The cost of Individual Training Therapy is approximately £60 per hour. A one-off fee of £65 is payable for your initial training therapy assessment meeting.

Once you complete your core training, you will be classed as Pending qualification. During this period, you will be required to maintain annual membership of Northern Guild at its prevailing rate and complete a termly tutorial until you pass your final assessment.

UKCP Accreditation - If you aim to become a full clinical membership of UKCP, you will need to complete a) 105 hours of training therapy, b) a third year of training and c) 450 hours of supervised counselling practice.

Other costs and fees in relation to training are detailed in this Fees Guide and in your personalised offer letter that you will receive before making a commitment to join the course.

<b>Certificate in Counselling (Diploma Option)</b>			
<b>WEEKEND Course – Newcastle or Teesside</b> <i>Northern Guild Accredited – supports a pathway onto the BACP Register</i>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Tuition Fees (paid annually)</b>			
Weekend Core Training Fees (8 weekends per year) Northern Guild Membership	£2,480 Included	£2,480 Included	£2,480 Included
<u>Required Specialist Modules:</u> Transactional Analysis (3 days)	£430		
<b>TOTAL (Excluding supervision fees)</b>	<b>£2,910</b>	<b>£2,480</b>	<b>£2,480</b>

Please note that if you successfully complete the above requirements then you will be entitled to the **Certificate in Counselling**. In order to obtain the **Diploma in Counselling**, you also need to complete the counselling practice option outlined below.

### **Counselling Practice Option**

In addition to the above training modules, you may also choose to complete 100 hours of supervised counselling practice (sometimes referred to as a placement). You would then be on a pathway which supports you in becoming a qualified counsellor.

**IMPORTANT** - If you do not choose this option then you will be unable to take BACP’s Certificate of Proficiency Exam and will not be able to practice as a qualified counsellor. You would instead be on the pathway to obtain the **Certificate in Counselling**, as the **Diploma** requires completion of this supervised counselling practice option.

**Assuming you do select this option**, you will be required to complete a) 100 hours of supervised Counselling practice beginning in the third term of year 1 and b) fortnightly supervision during your period of Counselling practice, ensuring a minimum of 1.5 hours per month and a supervision ratio of 1:6.

The counselling practice element of your training can be performed in your local area in your own time. This is supervised and a proportion of supervision can take place online although a minimum of 50% will be held on a face-to-face basis at Northern Guild. The cost of individual Supervision is around £65 per hour. This cost may be reduced if group supervision is used.

Once you complete your Diploma training you may be eligible to apply to BACP to take their Certificate of Proficiency exam. Successful candidates will then be able to become a registered member of BACP and begin work as a qualified counsellor.

### **Therapy Option**

You may wish to begin training therapy as part of your course, but this is entirely your choice. The typical fee for weekly therapy is £60 per hour but you may choose a less regular frequency than weekly, if indeed you decide to select this option.

<b>Diploma in Psychotherapeutic Counselling (DPC)</b>			
<b>ADULT Specialism - WEEKEND Course – Newcastle or Teesside</b>			
<b><i>BACP Accredited Course</i></b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Tuition Fees (paid annually)</b>			
Weekend Core Training Fees (10 weekends per year)	£3,100	£3,100	£3,100
Northern Guild Membership	Included	Included	Included
<u>Required Specialist Modules:</u>			
Transactional Analysis (3 days)	£430		
Sand Tray (3 days)	£430		
Imagery (3 days)		£430	
Understanding the Brain and the Power of Connection (3 days)		£430	
Story & Metaphor (3 days)			£430
<b>Final Assessment (paid on submission)</b>			
Final Assessment			£270
<b>TOTAL (Excluding supervision fees)</b>	<b>£3,960</b>	<b>£3,960</b>	<b>£3,800</b>

As a minimum, over the duration of your course, you are required to complete a) 150 hours of supervised Counselling practice and b) 50 hours of supervision (maintaining fortnightly supervision during periods of practice, a supervision ratio of 1:6 and a minimum of 1.5 hours per month).

The counselling practice element of your training can be performed in your local area in your own time. This is supervised and a proportion of supervision can take place online although a minimum of 50% will be held on a face-to-face basis at Northern Guild. The cost of individual Supervision is around £65 per hour. Based upon this, 50 hours of individual supervision is £3,250. This cost may be reduced if group supervision is used. Counselling practice and supervision continue until qualification.

Once you complete your core training, you will be classed as Pending qualification. During this period, you will be required to maintain annual membership of Northern Guild at its prevailing rate and complete a termly tutorial until you pass your final assessment.

Training Therapy is **Optional**. The cost of Individual Training Therapy is approximately £60 per hour. A one-off fee of £65 is payable for your initial training therapy assessment meeting. If you complete 105 hours of training therapy then this course is also classed as being UKCP Accredited.

**UKCP Accreditation** - If you aim to become a full clinical membership of UKCP, you will need to complete a) 105 hours of training therapy and b) 450 hours of supervised counselling practice.

Other costs and fees in relation to training are detailed in this Fees Guide and in your personalised offer letter that you will receive before making a commitment to join the course.

<b>Diploma in Psychotherapeutic Counselling: Children and Young People</b>			
<b>CHILD Specialism WEEKEND Course – Newcastle or Teesside BACP Accredited Course</b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Tuition Fees (paid annually)</b>			
Weekend Core Training Fees (10 weekends per year)	£3,100	£3,100	£3,100
Northern Guild Membership	Included	Included	Included
<u>Required Specialist Modules:</u>			
Transactional Analysis (3 days)	£430		
Sand Tray (3 days)	£430		
Imagery (3 days)		£430	
Understanding the Brain and the Power of Connection (3 days)		£430	
Story & Metaphor (3 days)			£430
<b>Final Assessment (pay on submission)</b>			
Final Assessment			£270
<b>TOTAL (Excluding supervision fees)</b>	<b>£3,960</b>	<b>£3,960</b>	<b>£3,800</b>

### **Additional Costs associated with training**

As a minimum, over the duration of your course, you are required to complete a) 150 hours of supervised Counselling practice and b) 50 hours of supervision (maintaining fortnightly supervision during periods of practice, a supervision ratio of 1:4 and a minimum of 1.5 hours per month).

The counselling practice element of your training can be performed in your local area in your own time. This is supervised and a proportion of supervision can take place online although a minimum of 50% will be held on a face-to-face basis at Northern Guild. The cost of individual Supervision is around £65 per hour. Based upon this, 50 hours of individual supervision is £3,250. This cost may be reduced if group supervision is used. Counselling practice and supervision continue until qualification.

Once you complete your core training, you will be classed as Pending qualification. During this period, you will be required to maintain annual membership of Northern Guild at its prevailing rate and complete a termly tutorial until you pass your final assessment.

Training Therapy is **Optional**. The cost of Individual Training Therapy is approximately £60 per hour. A one-off fee of £65 is payable for your initial training therapy assessment meeting. If you complete 105 hours of training therapy then this course is also classed as being UKCP Accredited.

**UKCP Accreditation** - If you aim to become a full clinical membership of UKCP, you will need to complete a) 105 hours of training therapy and b) 450 hours of supervised counselling practice.

Other costs and fees in relation to training are detailed in this Fees Guide and in your personalised offer letter that you will receive before making a commitment to join the course.

<b>Diploma in Psychotherapy (DiP)</b> <i>Adult Weekend Course (UKCP Accredited) – Newcastle</i>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>Tuition Fees (paid annually)</b>				
Weekend Core Training Fees (10 weekends per year)	£3,100	£3,100	£3,100	£3,100
Northern Guild Membership	Included	Included	Included	Included
<u>Required Specialist Modules:</u>				
Transactional Analysis (3 days)	£430			
Sand Tray (3 days)	£430			
Imagery (3 days)		£430		
Understanding the Brain and the Power of Connection (3 days)		£430		
Story & Metaphor (3 days)			£430	
Oral Case Presentation (1 day)			£330	£330
The Child Within (5 days)				£725
<b>Final Assessment (pay on submission)</b>				
Final Written Assessment				£595
Final Oral Assessment				£330
<b>TOTAL (Excluding therapy and supervision fees)</b>	<b>£3,960</b>	<b>£3,960</b>	<b>£3,860</b>	<b>£5,080</b>

### **Additional Costs associated with training**

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 during periods of practice, 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 clinical practice element can be performed in your local area in your own time. A proportion of your Supervision can take place online although a minimum of 50% will be held on a face-to-face basis at Northern Guild. The cost of individual Supervision is around £65 per hour. Based upon this, 75 hours of individual supervision is £4,875. This cost may be reduced if group supervision is used. Counselling practice and supervision continue until qualification.

Training Therapy is also a course requirement. The cost of Individual Training Therapy is approximately £60 per hour. A one-off fee of £65 is payable for your initial training therapy assessment meeting.

Once you complete your core training, you will be classed as Pending qualification. During this period, you will be required to maintain annual membership of Northern Guild at its prevailing rate and complete a termly tutorial until you pass your final assessment.

Other costs and fees in relation to training are detailed in this Fees Guide and in your personalised offer letter that you will receive before making a commitment to join the course.

<b>Diploma in Child Psychotherapy</b> <i>C&amp;YP Weekend Course (UKCP Accredited) – Newcastle</i>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>Tuition Fees (paid annually)</b>				
Weekend Core Training Fees (10 weekends per year)	£3,100	£3,100	£3,100	£3,100
Northern Guild Membership	Included	Included	Included	Included
<u>Required Specialist Modules:</u>				
Transactional Analysis (3 days)	£430			
Sand Tray (3 days)	£430			
Imagery (3 days)		£430		
Understanding the Brain and the Power of Connection (3 days)		£430		
Story & Metaphor (3 days)			£430	
The Child Within (5 days)				£725
Oral Case Presentation (1 day)				£330
Infant Observation Seminars		£430	£430	
<b>Final Assessment (pay on submission)</b>				
Final Written Assessment				£595
Final Oral Assessment				£330
<b>TOTAL (Excluding therapy and supervision fees)</b>	<b>£3,960</b>	<b>£4,390</b>	<b>£3,860</b>	<b>£5,080</b>

### **Additional Costs associated with training**

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 during periods of practice, a minimum of 1.5 hours per month and a supervision ratio of 1:4 with children & young people for at least the first 100 hours of practice, then 1:6) and d) 160 hours of training therapy (40 hours per academic year).

The clinical practice element can be performed in your local area in your own time. A proportion of your Supervision can take place online although a minimum of 50% will be held on a face-to-face basis at Northern Guild. The cost of individual Supervision is around £65 per hour. Based upon this, 90 hours of individual supervision is £5,850. Counselling practice and supervision continue until qualification.

Training Therapy is also a course requirement. The cost of Individual Training Therapy is approximately £60 per hour. A one-off fee of £65 is payable for your initial training therapy assessment meeting.

Once you complete your core training, you will be classed as Pending qualification. During this period, you will be required to maintain annual membership of Northern Guild at its prevailing rate and complete a termly tutorial until you pass your final assessment.

Other costs and fees in relation to training are detailed in this Fees Guide and in your personalised offer letter that you will receive before making a commitment to join the course.

## FAQ's

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### **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 15.

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, online bank transfer and debit or credit card. Account details for bank transfers will be sent with the offer letter.

### **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. Recognition of Prior Learning (RPL) 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 RPL at Northern Guild. RPL 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. Some fees have been reduced in recent years.

**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.

If you choose to apply to register on another course, 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 (for example, 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 us 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 £95).

**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: 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.

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. This is the opinion of Northern Guild because the above courses have not been officially assigned a specific Level by an independent organisation.

## Northern Guild - Terms and Conditions

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**It is essential that 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 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.

#### 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 new versions. New versions will be available from the Northern Guild Office from time to time.

**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. Fees can also reduce.

**4.4** Northern Guild reserves the right to make changes to the syllabus, module dates and to any other aspects 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.

**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 essential. If you need to disclose the password to a third party, a different method of communicating that password should 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 1<sup>st</sup> October to 30<sup>th</sup> September. If you allow your membership to lapse, then you will be deregistered from your Northern Guild training course. If you wish to apply for UKCP professional accreditation through us, then you will also need to be a member of Northern Guild from the period since your qualification with us until one year after UKCP accreditation (also known as full clinical membership of UKCP). If you let your Northern Guild membership lapse, then the charge for reinstatement of that membership is subject to additional fees. Full Clinical Members of UKCP who lapse their membership are unable to reinstate their membership with us.

**4.14** If, at the time of your application for training, you are in a longstanding ongoing therapeutic relationship (psychotherapy) which you may want to be considered for the training therapy requirement of the course you must discuss this at interview in the first instance. In order to be considered as the training therapist the psychotherapist must be suitably qualified and be familiar with and practice in accordance with Northern Guild's core theoretical model of Transactional Analysis. They must be fully aware and supportive of the training requirements, therefore acting as a role model for the practice requirements of the training. This means that they must be a Northern Guild approved Training Therapist and / or

- Hold full clinical membership of UKCP as a Psychotherapist (HIPC/CCAP college)
- Be a psychotherapist rather than a psychotherapeutic counsellor
- Have a qualification in line with your training (e.g. be a Child Psychotherapist if you are applying for a Child Specialism course).
- Their own qualification must be in Transactional Analysis as the Core Theoretical Model with an Integrative and Humanistic approach

It is also important that individual therapy takes place in the UK on a Face-to-Face basis unless UK Government rules advise against it.

If you would like to have a current therapeutic relationship considered please let us know and ensure that you have all the above information available at your one-to-one interview, including the therapists UKCP registration number, in order to discuss this further with your interviewer. Such relationships will not normally be considered if they were not discussed at interview because the offer of a place on the course can only depend upon the information supplied to us prior to the formal offer being made.

**4.15** It is essential that you follow all of the policies and procedures of Northern Guild and check these for regular updates from time to time. These include our Zero Tolerance Policy and Dignity and Respect Policy.

**4.16** Owing to the feasibility of running small groups, both Adult and Child specialism groups may be combined to form a mixed group. Therefore, if you join an adult specialism group say, you may find yourself working with child specialism students for parts of the training programme.

**4.17** 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.

**4.18** 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. There will also be a fee for re-marking an assignment which was previously failed or for marking an assignment which needs to be completed as part of an additional registration or progression. The current amount of the fee is £65 and is payable to the Northern Guild Office.

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

**4.20** 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 approximately £65 per hour until such a place becomes available.

**4.21** If you are enrolled on the Diploma in Psychotherapy course, you will complete two Oral Case Presentations (OCP), the first in year 3 (OCP1) and the second in year 4 (OCP2). It is important to do these in the correct order and to allow a reasonable amount of time between them so that enough learning can be acquired from your OCP1 experience before you are ready for your OCP2. You will need to have completed a significant amount of clinical practice before beginning your OCP, so if you're not in practice or have too few practice hours then you will not be able to complete them. Also, if you miss your OCP1, you will not be able to participate in your OCP2 until OCP1 has been completed. It is likely that you will have an opportunity to take the missed OCP1 in the Autumn of year 4 for the usual OCP fee, so that you can participate in the year 4 OCP which is normally held in the following January or February. The alternative is to defer until a fifth or later year which will delay your qualification and increase the risk of you timing out after 7 years.

**4.22** Once your scheduled core training has 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.

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

**4.24** You will continue to receive ongoing Supervision of your counselling practice / clinical practice / placement hours until qualification (excluding the Diploma in Counselling, which is only during the period of your 100 hours practice). 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.

**4.25** 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.

**4.26** 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 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.

**4.27** Online Supervision is an option for all students, however, the total amount of online supervision should not normally exceed 50% of the total required. UKCP specify that an established Face to Face supervisory relationship must normally be established first. Under usual circumstances, there are limits to the amount of online supervision that can be used when determining your supervision ratio. However, during a national emergency or equivalent, all supervision hours can be online.

**4.28** In relation to the Diploma in Psychotherapy courses, 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 normally take place in the November following the June registration date. You will need to maintain Northern Guild Membership, 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 1<sup>st</sup> December preceding this.

**4.29** 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 two say can't be used to make up insufficient supervision hours in year four say.

**4.30** If you take a longer time than expected to qualify then you may "time out". UKCP specifies time limits on how long a student can be registered on a course before qualifying. For example, 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.

**4.31** If you are a trainee on the Diploma in Counselling course and you have chosen the counselling practice option, it is important that you understand the rules and deadlines around BACP's Certificate of Proficiency exam. There are specific time constraints and rules which are available to read on the BACP website. If you do not choose the counselling practice option, then you will be awarded the Certificate in Counselling (instead of the Diploma) upon successful completion of your course.

**4.32** 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).

**4.33** If you decide to defer your Final Assessment you will be required to pay a deferment fee. This is currently £95. You will only be able to defer once.

**4.34** 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.

**4.35** If you are not successful in your Final Assessment then you will be required to pay three quarters (75%) of the full Final Assessment fees in order to be reassessed.

**4.36** 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.

**4.37** 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.

**4.38** A charge will be made for replacing lost, stolen, damaged or missing certificates (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 of this is £75 but will change in line with our costs.

**4.39** Following qualification you may wish to apply for or work towards full clinical membership of UKCP (sometimes called professional registration or accreditation). 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 Northern Guild 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.

**4.40** 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 £60.

**4.41** 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 Organisational 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. Also, as a professional, if you allow your Northern Guild membership to lapse then it will not be reinstated, and you will need to find another way of maintaining your professional status with UKCP (e.g. by becoming a Direct Member of UKCP).

**4.42** 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.

**4.43** The DPC Child Specialism and DPC Adult Specialism courses are accredited by BACP. However, if you complete either of these courses using the RPL route (i.e. you did not attend the full course at Northern Guild) then the resulting qualification is not BACP accredited. If you want to be on the BACP register, then you would need to complete BACP’s independent route to accreditation.

**4.44** If you decide to leave Northern Guild or your training contract is otherwise terminated prior to qualification from your Northern Guild course, then your Membership with Northern Guild will also be ended.

**4.45** An enhanced Disclosure and Barring Service (DBS) certificate is an essential requirement for beginning your training with us. If the certificate contains disclosure then a separate review of that disclosure will take place – the outcome of the review depends upon many factors and could lead to no action being taken, a request for further information or, in more serious cases, the termination of your Northern Guild training contract with immediate effect. If you do not provide satisfactory evidence of your enhanced DBS before 31st January of your first academic year at Northern Guild, then Northern Guild reserves the right to terminate your training contract with immediate effect.

**4.46** Please note that the labelling of courses as “Evening” or “Weekend” relates to the teaching of the core training modules only. All other elements of the training, including workshops, can fall outside of those times.

**This version: 17<sup>th</sup> April 2026**