UK Therapy Guild
Academy of Integrative Counselling & Hypnotherapy Training

Admissions Policy

Director: Nichola Doyle

Date of Approval: 5th June 2025 **Next Review Date:** 5th June 2028

1. Introduction and Principles

1.1. The UK Therapy Guild Academy of Integrative Counselling and Hypnotherapy Training (hereafter "the Academy") is committed to a fair, transparent, and consistent admissions process. We aim to recruit individuals who demonstrate the potential to develop the necessary skills, knowledge, and personal qualities to become competent, ethical, and reflective practitioners of integrative counselling and/or hypnotherapy.

1.2. This policy outlines the principles, criteria, and procedures governing admission to all training programmes offered by the Academy.

1.3. The Academy upholds principles of equal opportunity and is committed to widening participation. We welcome applications from individuals from all backgrounds and do not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

2. Courses Covered by this Policy

This policy applies to admission to the following programme(s): Level 5 Diploma in Integrative Counselling and Level 5 Diploma in Clinical Hypnotherapy as well as any other CPD Certificates offered by the Academy.

3. Eligibility Criteria and Entry Requirements

3.1. Applicants are expected to meet the following minimum criteria to be considered for admission:

3.1.1. Applicants must normally be aged 21 years or over at the start of the course. Applicants aged 18-20 may be considered on an exceptional basis if they can demonstrate significant relevant life experience and maturity.

3.1.2. Educational Qualifications/Life Experience:

A recognised Level 3 qualification in Counselling (A-Levels, BTEC National Diploma, Access to HE Diploma) or equivalent.

OR significant relevant life experience and a demonstrated ability to study at the required academic level. This will be assessed through the application form, personal statement, and interview.

GCSE English Language at Grade C/4 or above, or equivalent, is desirable to demonstrate the ability to meet the written demands of the course.

3.1.3. Personal Qualities: Applicants must demonstrate:

- Sufficient emotional stability, maturity, and robustness to undertake rigorous experiential and academic training.
- A capacity for self-reflection and a willingness to engage in personal development.
- The ability to form and maintain therapeutic relationships.
- Empathy, genuineness, and a non-judgmental attitude.
- An understanding of the importance of confidentiality and ethical practice.
- Good interpersonal and communication skills.
- A commitment to their own learning and professional development.

3.1.4. IT Literacy: Applicants should have basic IT skills, including word processing, email, and internet access, as some course materials and communication may be delivered or managed digitally.

3.1.5. Understanding of the Profession: A basic understanding of the nature of counselling and/or hypnotherapy and the demands of training in these fields. Relevant prior experience (voluntary or paid) in a helping role is advantageous but not essential.

4. Application Process

4.1. All applications must be made using the official Academy Application Form, which can be downloaded from the Academy website www.ukait.co.uk or requested by email].

4.2. A complete application will include: A fully completed and signed Application Form. A Personal Statement (guidance on content and length will be provided with the application form). This should address motivations for applying, relevant experience, personal qualities, and understanding of the chosen field. *Contact details for two referees who can comment on the applicant's suitability for training. At least one referee should typically be from a professional or academic context. Referees should not be family members or close personal friends.

4.3. Completed applications should be submitted by email to admin@uktherapyguild.co.uk, post to 60 Roseworth Avenue, Orrell Park, Liverpool L9 8HF.

5. Selection Process

5.1. **Stage 1: Application Review:** All complete applications will be reviewed against the eligibility criteria by Nichola Doyle, Course Director. Applicants who meet the initial criteria will be invited to an e-interview [either Zoom or Google Meet].

5.2. **Stage 2: Interview:** Interviews may be conducted individually and will be online. The interview aims to: Assess the applicant's suitability for the demands of therapeutic training. Explore their motivations, personal awareness, and understanding of counselling/hypnotherapy. Evaluate their communication and interpersonal skills. Provide an opportunity for the applicant to ask questions about the Academy and the course.

5.3. **Decision Making:** Decisions will be made based on the information provided in the application form, personal statement, references, and performance at the interview. The Academy aims to notify applicants of the outcome of their application within two weeks of the interview.

6. Offers of a Place

6.1. Successful applicants will receive a formal offer of a place in writing, via email.
6.2. Offers will be subject to satisfactory references.
6.3. Applicants will be given a deadline by which to accept or decline the offer. Acceptance requires the payment of a non-refundable booking fee as specified in the offer letter and the Academy's Fees and Refund Policy.

7. Disclosure of Criminal Convictions and Safeguarding Checks

7.1. Applicants are required to disclose any unspent criminal convictions as part of the application process. Having a criminal record will not necessarily bar an applicant from acceptance but will be considered in relation to the Academy's duty to protect the public and its Safeguarding Policy.
7.2. For courses leading to professional practice, successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check during the course, particularly before undertaking any client work. The cost of the DBS check will be borne by the student and in some cases the placement provider.

7.3. Failure to disclose relevant information or providing false information may lead to the withdrawal of an offer or termination of enrolment.

8. Applicants with Disabilities or Additional Support Needs

8.1. The Academy is committed to supporting applicants and students with disabilities or additional support needs where possible and in line with whether the student is able to meet the academic demands of the course and complete the required 100 client hours.

8.2. Applicants are encouraged to disclose any disabilities, specific learning difficulties (e.g., dyslexia), or other support needs on their application form or at the interview stage.

8.3. This information will be used to discuss how the Academy can make reasonable adjustments to the selection process and to support the student throughout their training, in line with our Equal Opportunities Policy. Disclosure will not adversely affect the application outcome.

9. Complaints and Appeals

9.1. Applicants who are dissatisfied with the handling of their application or the outcome can request feedback.

9.2. If an applicant wishes to make a formal complaint or appeal an admissions decision, they should refer to the Academy’s Complaints and Appeals Procedure available on the website or by email on request.

10. Policy Review

This Admissions Policy will be reviewed annually by the Director and relevant staff to ensure it remains fit for purpose, compliant with any regulatory requirements, and reflects best practice.

11. Contact for Admissions Enquiries

11.1. For any questions regarding this policy or the admissions process, please contact: Nichola Doyle, Director UK Therapy Guild Academy of Integrative Counselling and Hypnotherapy Training Email: nicholadoyle@uktherapyguild.org Phone: 07368363946 Website: www.ukait.co.uk