

The Norwich Centre
Diploma in Counselling

INFORMATION ON THE APPLICATION PROCESS

The enclosed application form is confidential and will be seen only by the course selectors and administrators.

Whilst the form asks for biographical information, the main focus is on the eight open-ended questions. (Please add extra pages if you wish)

You may email your application form to training@norwichcentre.org

Or submit **THREE** hard copies of your application form to:

The Course Administrator
The Norwich Centre
7 Earlham Road
Norwich
Norfolk
NR2 3RA

There is no application fee.

Closing date: July 15th preceding the start of the course, or as soon as the course is full.

Interviews take place in Norwich from the January preceding the commencement of the course. Interview dates are normally Saturdays.

REFEREES

Please choose two referees who know you well enough to comment across the five areas listed on the "Details for Referees". Both may not be able to comment on all areas, but please ensure, from your choice of referees, that every area is attended to by at least one referee.

If you are currently studying on a Certificate in Counselling Skills course, or have done in the past, one of your referees should be your course tutor. If you are currently studying on a Certificate in Counselling Skills course, we would expect the reference to be written once the you are at least 2/3rds of the way through the course, but you may apply before that and any offer made would be subject to satisfactory references.

It is your responsibility to approach your referees, giving each of them one copy of "Details for Referees" a copy of the course brochure (emailed to them or printed by you) and, if appropriate, a stamped, addressed envelope so that they can forward the reference as soon as possible to:

The Course Administrator
The Norwich Centre
7 Earlham Road
Norwich
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DETAILS FOR REFEREES

The applicant for this course will have given you a photocopy of the course information, along with this form and their request that you supply a reference directly to us.

In the reference we would be grateful if you could give us information and evaluative comment concerning the applicant in relation to as many of the following five areas as possible. [We recognise that you may not be able to comment on **every** area.]

- ◆ The previous counselling experience of the applicant, if any, or work in a helping role;
- ◆ The applicant's ability to cope with the emotional pressures of a personally involving course;
- ◆ The applicant's intellectual capacities;
- ◆ The applicant's **readiness at this time** to undertake a course of this nature;
- ◆ The applicant's reasons and motivation for coming on this particular course.

Should you require any further information please use the following address, to which references should be sent:

Email training@norwichcentre.org

Post to:

The Course Administrator
The Norwich Centre
7 Earlham Road
Norwich
Norfolk
NR2 3RA

Thank you in advance for your help.