

## Graduate Skills in Counselling Certificate (CPD) References

### Information for Applicants

The Application process requires applicants to provide two written references. The information set out, is for guidance and answers the most frequently asked questions.

**We may wish to contact your referee for further information and request your consent to this on the application form.**

#### References - Requirement

- To support your application, you must **provide two separate references**.
- If possible, one should be academic and the other professional.

The reference should comment on:

- Your suitability for the course.
- Any relevant experience or achievements to date.
- **Please ask you referee to complete the Applicant Reference Form provided.**

#### References FAQ

##### Q) How to Choose a referee?

- They should be someone who knows you professionally or academically and can talk about your work ethic, interaction with others and your suitability for higher education and chosen course.

##### Q) Who should I ask for a reference?

- **You must not ask a member of your family, friend, or ex-partner to act as your referee.** If SPD find out you have done so, they have the right to cancel your application
- **You could ask:**
  - Current or previous school or college for example, tutor, teacher, or trainer.
  - Current employer for example, manager, line manager or supervisor.
  - Current or previous volunteering supervisor
  - Current or previous trainer or DWP employment advisor

##### Q) I left education years ago and I'm not in contact with anyone?

If you are unable to provide an academic reference. You may consider asking

- Previous employer
- Previous or current volunteering supervisor, trainer or DWP employment advisor.

### **Q) I am retired, self-employed, unemployed who should I ask?**

If retired, self-employed or not currently employed, you could ask:

- Previous employer
- Previous or current volunteering supervisor
- Tutor
- Trainer
- DWP employment advisor.
- Or someone for the list of Accepted References below:
- **Don't ask family, friends, partners, or ex-partners though – if you do your application may be cancelled.**

### **Q) I am an international student who should I ask?**

The same guideline as above apply.

- All references should be translated into English.
- Your referee must be made aware that we may contact them by email or phone.

### **Q) What should my referee write?**

- Referees must complete the attached Applicant Reference Form.
- **The following points should be covered in the reference:**
  - Academic achievements/potential, including any predicted examination results.
  - Your suitability for the course.
  - Personal qualities and skills
  - Any factors that influence your performance.

### **Q) What do I do with my reference once received?**

- Please bring your printed references with you to interview or send them onto [enquiry@salford-spd.co.uk](mailto:enquiry@salford-spd.co.uk) ahead of your interview date.

### **Q) Will you need to contact my referees?**

- We may on occasion need to contact your referees for further information. We therefore ask for your consent to do so, on the application form.



## Graduate Skills in Counselling (CPD)

### Applicant Reference

References should be written by one person. Please note you should not act as a referee for your close relations, members of your immediate household or your business partner.

Please tick the box  to confirm that you do not have personal connections with the applicant.

References are an important part of the selection process. Not providing a reference could adversely affect the candidate's application, as could being unable to address a significant number of the questions in the reference.

Please note the applicant cannot take up an offer of a place unless we have taken cite of their reference.

<b>Applicant's Name:</b>	
<b>Applicant's Occupation/Role (on which the reference is based):</b>	
<b>Dates you worked with / Taught the applicant (month &amp; year):</b> From _____ To _____	
<b>Referee's Name:</b>	
<b>Referee's Occupation/Role:</b>	
<b>Referee's Email Address:</b>	
<b>I have known the applicant as:</b> <input type="checkbox"/> an undergraduate student <input type="checkbox"/> a postgraduate student/research assistant <input type="checkbox"/> a salaried member of staff <input type="checkbox"/> other (please specify): _____	
<b>I have known the applicant for:</b> <input type="checkbox"/> less than one year <input type="checkbox"/> one to two years <input type="checkbox"/> over two years	
<b>I know the applicant:</b> <input type="checkbox"/> Casually <input type="checkbox"/> fairly well <input type="checkbox"/> very well	

Please tell us about the applicants work ethics.



**Please tell us about your experience on the applicant's ability to interact satisfactorily with staff and peers/colleagues or service users.**

The Graduate Skills in Counselling Course is an intensive 15-week CPD course, which aims to provide students with a body of knowledge and a set of skills which will make them more effective within certain occupational roles e.g., nurse, head teacher, social worker etc. It is also aimed at those who are looking to change their career and pursue a profession in counselling.

This programme will enable students to apply for further study onto the PG Dip/MSc in Counselling and Psychotherapy, to become a fully qualified Counsellor. Adhering to the ethical framework set out by the British Association of Counselling and Psychotherapy. This training will require students/trainee counsellors to work with members of the public, demonstrating excellent verbal and nonverbal communication and interpersonal skills and a duty of care.

**Please tells us about the candidate's suitability for a future career in counselling, including any skills that can be supported through experience.**