



Student Admission Policy and Student Regulations

PRE-REQUISITES FOR ENTRY TO INDIVIDUAL COURSES

1. Candidates shall not be admitted to any course unless they have satisfied the pre-requisites for entry to that course as specified in the Course Prospectus
2. Candidates should plan to attend 100% of teaching. It is a COSCA Requirement that you cannot pass the course unless you have attended 85% of each module. GLP will look sympathetically on participants who can produce a medical certificate repeating the module in the next academic cycle.
3. All assessments for each module must be completed by the date specified in the Induction Handbook. No extension will be given except according to the GLP policy on extensions as contained in the Induction Handbook.
4. Only one resubmission of an essay will be allowed
5. No resit is allowed for other course assessments.
6. The method of assessment for each course will be determined by the Grounded Learning Partnership. The conditions under which candidates may be exempted from any element of such assessment shall be determined similarly.
7. **As part of the COSCA Counselling Skills Certificate (validation applied for) you are required to participate in mock counselling sessions.** You will take part in these sessions as either a client (speaker), a counsellor (listener) or an observer. COSCA require that the GLP makes a video recording of these sessions. You are required before being accepted on the course to sign an agreement to ensure the complete confidentiality of all material or information that is disclosed to you in these sessions.
8. In all modules a variety of learning approaches will be used including discussion, exercises, counselling skills practice, recording and playback with audio visual aids, small group work, lectures, personal reading and written assignments. **Students must be prepared to fully participate in all aspects of coursework including mock counselling sessions in order to achieve a pass mark.** The courses will be supported by learning material prepared by tutorial staff and, where appropriate, by textbooks, which students may be advised to purchase.
9. **Spacing of training**
Participants must have completed Counselling Skills 1, 2 and 3 (or equivalent) within the stipulated 3year period. If applying to do Counselling Skills 4 after the stipulated 3 ear period, participants are required to submit written evidence of continued skill practice to us for consideration. The written evidence must show that you have continued to practise counselling skills during the extended period and should include a written account of how and where they

have practised these since completion of the previous Module or equivalent training. The written summary should demonstrate that you are not only using counselling skills, but is also in touch with the relevant under-lying thinking and ethical framework

10. Participants must be aware that *this training does not endorse participants to work as independent professional counsellors, but it may support their work within an organisation*
11. *Participants must provide a suitable reference as part of the application process.*
12. Students must behave with respect all times to their tutor, other course participants, all staff of The Grounded Learning Partnership and the training premises and resources made available for their use. . Disrespectful or discriminatory behaviour during the course sessions may result in your studies being terminated.
13. ***These courses may not be suitable for those who are currently undergoing counselling or who have attended counselling or faced a serious emotional issue in the last 6 months. Please consider this carefully before applying.***

AVAILABILITY OF COURSES

14. All courses are offered subject to availability and may be amended, withdrawn or replaced by the Grounded Learning Partnership. Notice of such amendments, withdrawals and replacements shall be given to participants as soon as is reasonable practicable. Save in exceptional circumstances, no course shall be amended, withdrawn or replaced during a Course academic year. Where such exceptional circumstances occur, students registered on the course(s) affected will be contacted directly. Courses may be withdrawn if participant numbers fall below the minimum requirements of COSCA. There must be a minimum of 9 participants for a module to start and numbers must remain at 6 or more for it to continue.

PAYMENT OF FEES

15. All participants must pay 50% of the module fees at least 10 working days before the course start date. This will be non-refundable unless the GLP withdraws the course due to insufficient participant numbers or other exceptional circumstances. The balance of 50% must be paid at the first meeting of the course. Refunds will only be given if GLP withdraws the course or is otherwise unable to meet its contractual responsibilities. Due to the COSCA attendance requirements and the nature of the course we are unable to fill your place if you decide not to continue. Please consider seriously your commitment to attendance

TERMINATION OF STUDIES

16. The GLP may terminate, at any time, the studies of a student who persistently fail to attend, or perform the required work of, the courses for which they are registered or behaves in a discriminatory or disrespectful way to a Trainer or Participant.