



network

counselling and training

Diploma in Counselling

bacp | Accredited
Course



2020-22 Prospectus

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1. Welcome to Network

Network Counselling & Training is a well-established Bristol-based charity, offering affordable counselling for everyone alongside a proven professional counselling training programme.

With a warm and welcoming inclusive Christian ethos, we are committed to spiritual and cultural diversity and to working with people of all faith traditions and none. As an organisational member of both the British Association for Counselling & Psychotherapy (BACP) and the National Counselling Society (NCS), we work within the BACP Ethical Framework for the Counselling Professions and the NCS Code of Ethics.

Our Diploma course was awarded BACP accreditation in 2016.



We are very proud of the quality and professionalism of our training programme and hope that you will choose to undertake your Counselling Diploma training with us. This prospectus is intended to give you the information you need to help you make that decision. If there is anything else you would like to know – or if you would simply appreciate the opportunity to meet with someone from the Training Team to talk things through – we would love to hear from you.



Network at Elm Park, Filton

2. Training with Network – a life-changing experience

Introduction

At Network, people matter. The training we offer not only equips our students with the skills they need to be fully qualified counsellors, but we genuinely care about each student, seeking to offer whatever support and encouragement they need at each stage of their journey. At Network, the person-centred philosophy is not simply an approach that we teach, but is integral to the values we live out in our work as trainers. We base our teaching on the belief that all individuals are a complex unity of body, mind, soul and spirit. In recognising the spiritual aspect as universal, we offer a dimension to our courses that we believe is unique in counselling training. This enables our students to facilitate clients in exploring spiritual perspectives, which may well be overlooked or even actively discouraged by other counselling approaches.



‘The Diploma course at Network has gradually changed my life over the last two years. I’ve discovered hidden parts of myself I have known are there, but haven’t been able to access until now. It has also unveiled parts I never even knew existed. My journey has taken me deep into my soul where I’ve finally been reunited with the person I was born to be.’

The Diploma in Counselling

The Diploma course is equivalent to a Diploma of Higher Education, or Foundation Degree, in Counselling. It offers 550 hours of staff-student contact time. Successful completion leads to a Diploma in Counselling award which meets the criteria for registered membership of the BACP and, in addition, more than meets the training requirements for counsellor accreditation with:

- The British Association for Counselling & Psychotherapy (BACP)
- The National Counselling Society (NCS)
- The Association of Christian Counsellors (ACC).

The theoretical model taught on the course is known as the Core Self model, which is an integrative person-centred approach developed by Kaitlyn Steele.

Our particular interest as a training organisation lies in the integration of faith, spirituality and counselling practice, in addition to covering the same ground covered by comparable humanistic courses. Therefore, the course also gives you the opportunity to deepen your understanding of human spirituality – both religious and non-religious – and to develop the ability to work as a counsellor with the spiritual dimension of people’s experience.

‘What I particularly value is the opportunity to explore the integration of my faith with my practice – this is what makes the course different and exciting.’



Why Train with Network?

- Our Diploma course is **accredited by the BACP**, which is your assurance that it meets nationally-agreed professional standards.
- Our Diploma in Counselling is **equivalent to Higher Education level 5**, whereas some other Diplomas are Higher Education level 4.
- We offer **more hours of training** than most other Diploma courses, lending the course a greater level of depth and breadth.
- There is an **equal emphasis on counselling theory, counselling skills and personal development work**. It is rare for substantial personal development work to form an integral part of a counselling training to the same degree.
- We are the only Bristol-based counselling training programme to include a **primary focus on human spirituality** in its curriculum.
- We are able to offer an **excellent staff-student ratio** (typically 1:8) which is significantly higher than many other comparable courses. This means that our students benefit from a high level of tutor feedback not only to support their practical skills training and personal growth but also on their written assignments.
- We recognise that, due to the nature of a counselling vocation, many students may have been out of education for some years and **we work hard to support our students both academically and personally**. You will have a Personal Tutor who will support you as you progress through your training. We offer you a minimum of one tutorial a term, although you can meet with your Personal Tutor more often if necessary. There is also a mentoring system to offer additional support where necessary.
- We are able to offer our Diploma students a **guaranteed counselling placement** with Network Counselling. This includes the provision of **free supervision**.
- We have a **library of key texts**, journals and training DVDs to support our students' learning.
- Students are eligible to apply for an NUS TOTEM student discount card.



Equality and Diversity

Network Training is an open and inclusive learning community committed to the celebration of diversity. Our courses operate an 'equal opportunities policy' with regard to gender, race, religion, sexuality, and disability. While the ethos of the course is a Christian and person-centred one, we warmly welcome students who come from other faith backgrounds, who do not belong to any particular religious or spiritual tradition, or who are not committed to a particular faith community. The focus on human spirituality in our training programme is not associated with any one approach to the subject but is delivered in a spirit of curiosity, exploration and respect.

The Training Team

Members of the training team come from a range of spiritual backgrounds and bring to the course considerable training experience and counselling expertise. Teaching is undertaken by members of the Network core teaching staff, supported (where possible) by appropriately trained and experienced part-time group facilitators. Our tutors have all undergone extensive counselling training to Diploma or MSc level, are experienced counsellors and supervisors in their own right, and have considerable previous experience of involvement in counselling training at this level. More information of our training team can be found on our web site: <http://network.org.uk/training>

Venue and Resources

Network is situated in Elm Park, Filton, North Bristol (just off the A38, Gloucester Road North). It is easily accessible by public transport, within easy reach of bus stops and a 15 minute walk from Abbeywood Railway Station. Parking is also available in the Elm Park location.

During your training you will have access to our course library throughout the week, and will benefit from a range of other resources and facilities – for example, free Wi-Fi, as well as audio-visual recording facilities, and Moodle (an internet-based virtual learning environment). We can also offer some private study space.

3. Diploma in Counselling

Details of the Course:

Providing institution	Network Counselling & Training Ltd
Accrediting body	British Association for Counselling and Psychotherapy
Award	Diploma in Counselling
Level	Equivalent to Higher Education level 5
Duration	Two taught years (part-time), with up to one further year to complete the portfolio of work
Delivery	Attendance in Years 1 and 2: <ul style="list-style-type: none">• an induction day at the start of the course• one day a week (Wednesdays) over three 12 week academic terms in each year• three Saturday workshops in Year 1• four Saturday workshops in Year 2 Year 3: Students can expect to continue into a third year to complete their placement hours and any outstanding assignments
Training hours	550 staff-student contact hours over two years
Venue	Elm Park, Filton, South Gloucestershire BS34 7PS
Theoretical model	Integrative person-centred (the Core Self model)
Counselling practice	150 hours of supervised counselling
Entry criteria	Completion of counselling training at Level 3 or 4 (see page 17 for full details)

Progression

On successful completion of the Diploma in Counselling, you are eligible to apply for a Masters degree in counselling. Alternatively, this course will prepare you for a variety of careers in the counselling field or for further training in a specialist counselling area (such as relationship counselling or counselling children and young people) or in psychotherapy.

Aims of the Course

- Enable you to develop an in-depth working knowledge and understanding of the concepts and principles of an integrative person-centred model of counselling, including recent developments in person-centred theory and practice, and the ability to evaluate them in a theoretically and empirically informed manner.
- Develop your awareness of the range of counselling approaches in the field, your knowledge and understanding of the other principal counselling approaches, and your ability to compare and contrast these with the core theoretical model.

- Enable you to articulate and apply a coherent philosophical and theoretical framework effectively in the context of your client work.
- Enable you to develop your capacity to engage in philosophical and spiritual reflection from the perspective of your own faith/spirituality, and to integrate your own spiritual framework with an understanding of counselling theory and psychology.
- Enable you to deepen your capacity to form and sustain an effective therapeutic relationship, and to equip you to function safely, competently and ethically as a professional counsellor in your work setting.
- Enable you to develop a high level of competence in the use of practical counselling skills, apply a range of appropriate therapeutic strategies and interventions effectively and to monitor their impact on the counselling process and relationship.
- Develop your understanding of, and capacity to work within, an appropriate ethical framework and to use that framework to make decisions about counselling practice.
- Develop your awareness and understanding of the legislation that is relevant for the practice of counselling.
- Deepen your commitment to and ability to take responsibility for your own ongoing personal and professional development, and to enable you to develop a high level of awareness, acceptance and understanding of yourself.
- Enable you to develop your self-reflective capacity and ability to engage in rigorous self-examination, and to monitor and review and the effectiveness of your practice.
- Develop your awareness of, and capacity to appraise, published counselling research critically and to integrate relevant research findings into practice.
- Develop your awareness and understanding of methodologies used to evaluate the process and outcome of therapy.
- Enable you to understand the importance of supervision; to function effectively in the role of supervisee, in order to address personal and professional developmental needs.
- Develop your awareness of the wider societal framework within which counselling occurs and of issues relating to counselling within a multidisciplinary setting.



Structure of the Course

Years 1 and 2

There are three twelve-week academic terms in each year. The sessions are held on Wednesdays, from 9.10am to 5.00pm.

Each teaching session includes:

- Large groupwork
- A theoretical seminar
- Practical skills training in small groups
- Personal development groupwork
- In the second year, small group supervision.

In addition, you must attend an initial induction day and seven Saturday workshops – one per term and a closing workshop at the end of the taught part of the course. You will also be expected to attend a minimum of one individual tutorial per term with your Personal Tutor. You are expected to attend teaching sessions regularly and must achieve a minimum of 85% attendance of teaching sessions to be eligible for the award.

Year 3

You have up to one further year to complete your counselling placement and to submit any outstanding assignments. There is no formal tuition during this year.

The course will, however, continue to provide you with support until you complete all of the course requirements. This support will be provided by one or more Continuing Student Support Tutor(s) whose role it will be to provide ongoing support in a variety of ways and to assist in the marking of outstanding assignments. During this period, you will have ongoing access to the course library and other resources; tutorial support (a minimum of one tutorial per term is required); and for those students completing their placements at Network Counselling, free ongoing supervision support. Students will also have additional tutor-led seminar support on a regular basis.

Your Commitment

Note that, as well as attendance at teaching sessions and tutorials, the course demands a considerable commitment of time and energy for personal study, reflection and coursework. You will need to be able to commit yourself to an average of **ten to twelve hours of additional work each week**. This includes the completion of your counselling placement.



'This is a very thorough and well thought-out course. There is a very real sense of each individual being important and cared for. The quality of the course notes and additional resources provided is excellent – one of the course's main strengths.'

Course Curriculum

Theoretical Model

The theoretical model taught on the course is the Core Self model, which is an integrative person-centred model especially developed by Kaitlyn Steele for this course. It is fundamentally person-centred in that it draws heavily on the work of Carl Rogers and other person-centred writers, and shares with its humanistic counterpart many of the philosophical assumptions and theoretical hypotheses that shape person-centred theory and practice. It is also person-centred in that it rests firmly on the belief that 'the relationship is the therapy' (Mearns and Thorne 2000) – in other words, that it is the quality of the relationship between counsellor and client that lies at the heart of the effectiveness of the counselling process.

It is, however, also an integrative model. Firstly, it is integrative in that it seeks to draw together the person-centred and the spiritual in a meaningful synthesis. It rests firmly on the assumption that all human beings are spiritual beings and that the spiritual dimension of human nature and experience is a fundamental part of what it means to be human. It sees human beings as complex living unities of body, mind, soul and spirit in whom the various aspects of being and experiencing are closely interwoven, and hence recognises the importance of being willing and able to address this dimension of human experience in the counselling room.

It is also integrative in the sense that it seeks to draw together relevant insights from psychology, counselling theory and philosophy with insights from Christianity and the world's other major religious traditions. The course will draw on the thinking of a number of Christian writers but will also seek to incorporate aspects of writings which come from a wider variety of spiritual and religious traditions.

Course Modules

The course has three key elements – theoretical teaching, practical counselling skills training and professional practice development work, and personal development – all of which are closely inter-linked and are taught concurrently throughout the course. The elements are structured in modular format:

Theory

Module 1: Person-centred theory and practice – the Core Self model (integrative person-centred) – explored in considerable depth with a primary focus on applying the model to a range of presenting problems and critiquing it; humanistic person-centred counselling theory – explored in depth, including recent developments, with a focus on comparing and contrasting the humanistic person-centred and Core Self model approaches and exploring relevant research findings.

Module 2: Human psychosocial and spiritual development – theories of human psychosocial development; understanding lifespan development; theories of faith and spiritual development; understanding the spiritual journey.

Module 3: Counselling and mental health – developing awareness and understanding of a range of mental health problems, their causes and treatment; assessing the need for psychiatric help; counselling people on prescribed drugs; working with other mental health professionals.

Module 4: Counselling ethics and the law – introducing you to professional codes of ethics and practice; developing your awareness of ethical issues and dilemmas, and how to deal with them; developing a sound knowledge and understanding of the legal issues relevant to counselling practice.

Counselling Skills and Professional Practice Development

Module S1: Counselling skills development – developing the capacity to form and sustain an effective therapeutic relationship, including communication of the core conditions and working at relational depth; developing competence in a broad range of the foundational counselling skills and middle stage challenging skills; developing the skill of interpersonal process recall; case management skills; understanding and using supervision.

Personal Development

Module P1: Personal development – facilitating personal growth; developing awareness, understanding and acceptance of self; relating theoretical ideas and concepts to your own personal and spiritual development; addressing personal development issues which may inhibit the ability to work effectively with clients; developing your self-reflective capacity.



Theory

Module 5: Spiritually-oriented counselling approaches – understanding the concepts of religion and spirituality and the spiritual dimension of being human; recognising and working with spiritual problems; understanding the concepts of pathogenic and salugenetic religion; individual differences in spirituality; working with people from other faiths/spiritualities; articulating your own philosophical/spiritual framework and considering its relevance for and impact on practice.

Module 6: Alternative counselling approaches – developing awareness of the wider counselling field; developing knowledge and understanding of the other principal counselling approaches; studying three alternative humanistic approaches in depth – Transactional Analysis, Cognitive-Behaviour Therapy (CBT) and Inner Child therapy; understanding eclectic and integrative approaches; the process of integration.

Module 7: The socio-cultural context of counselling – understanding the socio-cultural context of the counselling relationship, including the organisational context; understanding human systems and their relevance for counselling practice; the wider societal framework within which counselling occurs and issues relating to counselling within a multidisciplinary setting; exploring the politics of counselling, looking especially at issues relating to social and interpersonal power and to social disadvantage and difference; race, gender, sexuality and the counselling process.

Module 8: Counselling research – the role of research in counselling; reading and interpreting research; understanding research findings and their relevance for practice; methods of evaluating the outcome and process of counselling (including CORE); other counselling research methodologies; the challenges involved in becoming a research practitioner; designing a small-scale research project.

Counselling Skills and Professional Practice Development

Module S2: Professional practice development – developing the capacity to function competently and ethically in working with a wider range of presenting problems; developing your own personal approach and style as a professional counsellor; increasing your capacity to work at relational depth; using self therapeutically; working with the spiritual dimension in counselling; working with process; working with creative techniques.

Personal Development

Module P2: Personal development – developing awareness and understanding of ‘blocks’ within the self which inhibit the ability to be fully present to clients, to achieve mutuality within the counselling relationship and to work at relational depth; developing awareness of own values, attitudes and prejudices and of the power dynamics within your relationships and of the ways in which these might impact on work with clients.

**'The most amazing experience – growth in the fast track! ...
...The course tutors are always accepting, and encouraging and the learning environment is a very supportive one.'**



Theoretical Teaching

The theoretical teaching on the course has two key elements: counselling theory and applied psychology. The core syllabus is covered in eight modules as outlined above. The majority of the theory teaching will take place in weekly theoretical seminars lasting one and three quarter hours. Teaching methods will include lectures, interactive presentations, discussion groups, audio-visual presentations and self-reflective exercises.



Counselling Skills and Professional Practice Development

Practical skills training is an integral part of the course, designed to link closely with the core theoretical framework. The core syllabus is covered in two modules. You will work throughout the two years in small groups, typically of up to eight students, and will experience a range of interactive and experiential activities, including the use of audio and audio-visual equipment. In the second year, the focus moves away from practical counselling skills, towards developing your awareness and understanding of broader issues relating to professional practice. This includes the provision of group supervision.

The Counselling Placement

You will be required to complete 150 hours of supervised counselling practice, either with Network Counselling or with another suitable agency or organisation. Up to 50 of these hours may be undertaken in a specialist area (eg bereavement). You will be required to work under close supervision, receiving a minimum of 45 minutes of supervision fortnightly throughout the placement. During the first two terms of the course, you will need to ensure that you have made

satisfactory arrangements for your counselling placement and that these meet course requirements.

Network Counselling offers a professional counselling service, and has a large volunteer team of professional counsellors who work with clients on an equal opportunities basis (ie irrespective of their gender, sexual orientation, ethnic origin or religion).

All Network Diploma students will be offered the opportunity to complete their counselling placements with Network Counselling.

Personal Development Work

As part of your own personal and professional development, you will be asked to participate in a range of activities designed to increase your awareness and understanding of yourself, to enable you to identify and explore your own unique value, attitude and belief system, to explore the balance of your interpersonal strengths and areas for development and to relate the theoretical ideas and concepts you encounter to your own personal development, including your spiritual development.

These activities will be shaped by, and consistent with, the course's theoretical framework and will include:

- The writing of a personal learning journal which focuses on self-development.
- The opportunity to explore personal issues in the client role.
- Participation in a range of written and experiential exercises.
- Attendance at personal tutorials and supervision.

Throughout the year, the course also makes explicit provision for personal development through work in the large group and in small personal development groups.

The core syllabus is covered in two modules, as outlined above. You will, however, be largely responsible for setting and pursuing your own personal development goals.



Personal Counselling

The person-centred approach rests on the counsellor's ability to offer a therapeutic relationship of significant depth, characterised by the core conditions of empathy, congruence and unconditional positive regard. The capacity to reflect in depth, to have a high level of self-awareness and self-understanding, and the capacity for effective self-monitoring are therefore essential for a person-centred/integrative counsellor, and so it is hoped that students will see the value of personal counselling for their personal and professional development throughout their counselling career.

It is extremely common that students find counselling training life changing due to the personal development requirement and nature of the course. Engaging with an in depth counselling course such as the Network Diploma can be emotionally challenging at times and is likely to raise personal and emotional issues for students. Therefore, please be aware that if this should be the case, it would be appropriate to undertake your own personal therapy. Tutors also have a responsibility to students in this regard and will strongly encourage students to enter counselling during the course, should tutors consider it necessary. Even if you have significant prior experience of personal therapy, you are required to enter personal counselling for a minimum of ten sessions at some point during the course.

Assessment

Co-operative working with tutors and other students is a central feature of the course. In order to help you learn and monitor your progress, informal verbal and written feedback will be given to you by staff and other students throughout the course in a variety of different settings.

In addition, you are required to complete a number of formal written and practical assignments over the two years. These comprise:

- A weekly reflective learning journal, throughout Years 1 and 2.
- In Year 1:
 - Two essays
 - A personal development work self-assessment
- In Year 2:
 - One essay
 - A personal development profile
- In Years 2/3:
 - A case study
 - A counselling practice demonstration, comprising a recorded counselling session and critical evaluation.

These assignments are designed to demonstrate your theoretical knowledge and understanding, your developing competence as a counsellor and your personal development. You will be asked to evaluate both your own and others' work, as well as being assessed by members of the core teaching staff. There are no formal examinations.

‘This course is life-changing. It is stretching and challenging me far beyond my expectations and I have learnt more than I ever imagined – I am not only developing as a counsellor, but also changing and growing as a person. It is a liberating experience.’



4. Entrance Requirements

Applicants will be expected to have completed a Level 3 or 4 counselling course (such as the Network Advanced Certificate in Counselling Skills course or equivalent) which has included the following core elements:

- A strong focus on person-centred counselling theory and practice.
- Practical counselling skills training (including triad work and some tutor observation of skills work).
- Some focus on personal development work (e.g. through large or small groupwork, engagement in self-reflective exercises/journaling).

This Certificate level course must have been completed within the past five years. Applicants must also demonstrate their ability to meet the following key learning outcomes:

- Evidence of adequate knowledge and understanding of person-centred counselling theory, and the ability to apply this to counselling practice.
- A sound understanding of the counselling process.
- The capacity to form a therapeutic relationship.
- Evidence of the competent use of a reasonable range of foundational counselling skills.
- Evidence of an adequate degree of personal soundness – i.e. an adequate self-reflective capacity (awareness and understanding of self); a high degree of personal integrity; the absence of major intra- or inter-personal difficulties which might inhibit the ability to work safely and competently with clients.
- Evidence of awareness of personal and inter-personal strengths and areas for further development.

NB If your course has not included each of the three core elements outlined above, it may still be possible for you to make an application if you can evidence your ability to meet all of the above learning outcomes.

Applicants must also be able to demonstrate:

- The ability to meet the academic demands of undertaking and sustaining a course of study at Higher Education level 5.
- Previous or current experience of being in counselling and the willingness to undertake personal counselling during the Diploma course.

5. Making an Application

(a) Internal applicants

(i.e. those who have completed or are completing the Network Advanced Certificate in Counselling Skills)

Stage 1

You are required to complete an **internal application form** and supply two references (one of which should be from one of the Advanced Certificate tutors).

Stage 2

You are required to attend both a group and an individual interview.

(b) External applicants

(i.e. those who have completed their Certificate level training at another institution)

Stage 1

You are required to complete an **external application form** and supply two references (one of which should be from a current or previous counselling tutor).

If you do not already hold a Higher Education level 4 qualification, you will need to provide evidence that you are able to meet the academic demands of the course through **submitting an essay** on a specific topic as part of your application in order to demonstrate your academic ability.

You must also submit a **DVD or audio recording of a counselling practice session** (minimum length 30 minutes). You may if you wish submit a recording which was completed during your previous training. In the event that this is not possible, you will need to arrange to record a session with a fellow student or colleague, or to complete a role play session as part of your individual interview. During the interview process, you will also be asked to comment on your handling of the session.

Stage 2

You are required to attend both a group and an individual interview.

What support is available to students submitting an external application?

It is important to us to make your application as straightforward as possible. Please let us know if you are interested in applying, so we can put you in touch with the Course Leader who can talk through the process with you and offer guidance on making the application.

6. Application and Interview Process

Making Your Application

All applications should be submitted on the application form provided by Network. Those selected will be invited to group and individual interviews. There are two deadlines for submitting your application form. To be considered for the first selection process, we need to receive your application form by **Tuesday 21 May 2019**. To be considered for the second selection process, we need to receive your application form by **Tuesday 31 March 2020**.

Your references will be taken up as soon as your application is received by Network. Please ensure the people you name as referees will be available to complete a reference form and return it to Network at the very latest by three days before the relevant group interview date.

The Selection Process

Two selection processes will be run, one in 2019 and the other in 2020. You are only required to attend one selection process.

First selection process (2019)	
Closing date for receipt of applications	Tuesday 21 May 2019
Group interview	Thursday 20 June 2019 (morning)
Individual interviews	Thursday 20 June 2019 (afternoon) Tuesday 25 June 2019 (throughout the day)
Second selection process (2020)	
Closing date for receipt of applications	Tuesday 31 March 2020
Group interview	Thursday 23 April 2020 (morning)
Individual interviews	Thursday 23 April 2020 (afternoon) Tuesday 28 April 2020 (throughout the day)

Late Applications

Applicants who apply after the second selection process has taken place will be considered subject to the availability of places. Interviews will be arranged on an individual basis.

7. Course Fees

Years 1 and 2

The course fee for Years 1 and 2 is **£3,580 per year**. In addition you will be encouraged to join the BACP as a student member – the current student membership fee is £80 per annum.

You will also need to budget for additional costs such as personal therapy (approximately £35 - £45 per session), purchase of learning resources and a digital voice recorder, supervision costs (approximately £35 - £50 per hour) if your placement is not with Network, and a DBS Certificate if your placement is with Network at a cost of £66.

Payment Plan

Year 1

We ask you to pay a **£358 non-returnable deposit** at the point of accepting the offer of a place on the first year of the course.

The outstanding balance of £3,222 for the year can be paid in one of three ways:

Single payment	One payment of £3,222 made before the start of the first term. Payment may be made by cheque or by electronic bank transfer.
Three payments	Three payments of £1,074 to be paid at the start of each term. Students who choose this option will be responsible for ensuring that all payments are made by electronic bank transfer on or before the due date.
Monthly instalments	Ten monthly payments. One payment of £324 to be made on or before 1 September 2020, then nine monthly payments of £322 between 1 October 2020 and 1 June 2021. Students who choose this option will be responsible for ensuring that all payments are made by electronic bank transfer on or before the due date.

It is important to note that **at the point of accepting a place on the course, you become liable for payment of the full course fee for that year**, regardless of which payment option you choose. With this in mind, we ask you to sign an acknowledgement of liability for the full fee.

Year 2

A **£358 non-returnable deposit** for the second year is due on 1st August 2021. A payment plan is available as in Year1.

Withdrawing from the course

Acceptance by a student of a place on a course is a contractual commitment to pay the full course fee for that year. Course staffing, venue arrangements and resources are planned around student numbers and so **it is not possible to waive the year's fees should a student withdraw once the course has begun.**

In **exceptional** circumstances, students withdrawing their applications **before the first teaching session of the course** may, at Network Training's discretion, be eligible to have their course fee waived **unless the financial viability of the course would be jeopardised by so doing.**

Year 3

The approximate cost for Year 3 is expected to be £450 - £500, but this will vary according to individual student needs. You will be required to pay for whatever additional support you receive during Year 3. Invoices will be issued on a termly basis.

Fee structure for 2022 - 2023

Administration fee	£100
Tutorials (one hour per term)	£35
Essay marking	£35
Personal Development Profile marking	£35
Case Study marking	£50
Counselling Practice Demonstration marking	£60
Double marking (if an assignment is a borderline pass or at risk of failing it will be double marked)	£20
Seminar (half day, one per term, minimum 10 attendees)	£40

8. Possible Funding Sources

Network Training recognises that a counselling training is a significant financial commitment. For your sake as well as Network's, it is important that you consider carefully how to finance the whole of your training. We aim to keep course fees as low as reasonably possible and offer several methods of payment, two of which allow students to pay by instalments without any interest payments – please refer to the Fees page.

Trusts

There are a number of Trusts which will support individuals who are not eligible for any form of statutory funding. You can find standard lists of these in most public libraries. Useful publications include the Educational Grants Directory, the Charities Digest and the Directory of Grant Making Trusts.

There is a Bristol-based Christian trust fund which regularly considers applications from those seeking counselling training with Network: the St Matthias Trust. If you would like to apply to them, telephone 0117 9060100, or visit www.stmatthiastrust.org.uk for further information.

The Ruby and Will George Trust makes grants for the enhancement of education, provided that the applicant has links to commerce. Visit <http://rwgt.co.uk/>

Guidelines for applying to Trusts

- Your letter should be no more than one A4 page.
- It *may* be helpful to include a copy of the prospectus (apart from the St Matthias Trust which has supported a number of our students in the past) – but make sure that you do include exactly what the fund asks for.
- Explain how the course will benefit you and others.
- Make a clear request for the amount you need.
- Explain what other steps you are taking to secure the necessary funding.
- It is good idea to include a stamped addressed envelope.

Other Funding Sources

If you belong to a church or faith community, you could approach them for financial support, particularly if you are involved in its pastoral care work. A number of our students have been funded, totally or in part, by their church/faith community. We would suggest that you talk with your faith/church leader or treasurer.

Your employer may be interested in supporting you if what you learn could benefit their business. Another possibility is a bank loan.

If you are successful with any ideas or Trusts please let us know, as the information may be helpful to future students.

9. Open Evenings

Open Evenings for those interested in applying will be held on:

Tuesday 30 April 2019 at 7.30pm

Tuesday 15 October 2019 at 7.30pm

Tuesday 3 March 2020 at 7.30pm

This is an opportunity for you to:

- Find out more about the Diploma course.
- Ask any questions or raise any issues or concerns you may have about embarking on Diploma level counselling training.
- View the training premises and resources.
- Meet with the course tutors and, where possible, some current or former students.
- Find out for yourself whether you are comfortable with the ethos of the course and whether you think it will meet your own particular learning needs.

If you are unable to make these dates but would like to come to Network and talk informally with one of the course tutors before deciding whether to apply for a place on the course, we will do our best to arrange an alternative time for you to visit us.

Please contact us by phone on (0117) 9507271 or by email at training@network.org.uk if you would like to:

- Find out more about the Open Evenings.
- Arrange an alternative time to visit the Training Department at Network.

Please note, however, that attendance at an Open Evening is **not** a compulsory part of the application process.

10. Course Dates for Year One 2020-2021

The following dates are *provisional* and will be confirmed on offer of a place on the course:

AUTUMN TERM 2020

Induction day	Wednesday 2 September
Term dates	Wednesday 9 September – Wednesday 9 December
Half term	Wednesday 28 October
Saturday workshop	Saturday 5 December

SPRING TERM 2021

Term dates	Wednesday 6 January – Wednesday 24 March
Half term	Wednesday 17 February
Saturday workshop	Saturday 20 March

SUMMER TERM 2021

Term dates	Wednesday 14 April – Wednesday 14 July
Saturday workshop	Saturday 15 May
Half term	Wednesday 26 May



Network Counselling & Training Limited

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