



BACHELOR OF ARTS (Hons) in Holistic Counselling and Psychotherapy
4 year, part-time, 240 credits, QQI validated (NFQ Level 8), IACP accredited.

APPLICATION FORM
(ACADEMIC YEAR 2023-2024)

PERSONAL DETAILS*

Name (for Registration):
in block capitals _____

Address: _____

Date of Birth: _____

Nationality: _____

Tel - Home: _____

Tel - Mobile: _____

Email: _____

Current
Employment: _____

Where did you hear
about this course?
Internet Search
Recommendation
ICPPD Learner/Graduate

Newspaper
IACP
Facebook

Other (please give details) _____

Preferred Location:

Athlone

Galway

Dublin

***NOTE:** ICPPD will use the information provided on this application form for the sole purpose of programme-related admission, administration and communication. Information provided will be held securely in accordance with ICPPD's data protection policy.

REASON FOR APPLYING A PLACE ON THIS PROGRAMME:

Please include with your application a statement of approximately 500 words outlining your reason for applying for this programme and demonstrating your suitability for the programme.



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EDUCATIONAL BACKGROUND

Second Level: *Documentary evidence required only where the applicant's formal education ceased at Second Level – e.g., copy of Leaving Certificate and/or equivalent qualification and/or transcript of results, etc. In some circumstances, ICPPD may require the original certificates for verification. These would be copied and returned to the applicant.*

Previous Third-Level Education, including adult educational classes, courses etc:

Documentary evidence e.g., copy of certificate(s), transcripts should be provided with this application. In some circumstances, ICPPD may require the original certificates for verification. These would be copied and returned to the applicant.

Details of any other Course in Counselling and Psychotherapy, or equivalent qualification undertaken:

Documentary evidence e.g. (copy of certificate(s), transcripts etc) should be provided with this application. In some circumstances, ICPPD may require the original certificate for verification. These would be copied and returned to the applicant.

Other Achievements you consider relevant to your application: _____

Please supply the names, addresses and contact telephone numbers of two personal referees who would support your competence to undertake a degree course in Holistic Counselling and Psychotherapy:

1. _____ 2. _____



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Please identify your skills in the following i.e., that they are sufficient to complete this programme:

- I have sufficient IT skills to undertake this programme and own a computer with internet access.
- I have proficiency in the English language (*i.e. a pass in Leaving Certificate English, or equivalent*) to undertake this degree programme and complete assignments. Where the applicant's first language is not English, evidence of English language proficiency will be required e.g., successful completion of a course through English in the previous two years or English Language Proficiency Test (IELTS) with a minimum score of 6.5. Documentary evidence [copy of certificate(s), transcripts etc] should be provided with this application].

FITNESS TO PRACTICE – UNDERTAKING CLINICAL WORK

Please Note: ICPPD is responsible for ensuring learners' ongoing **Fitness to Practice** (in terms of physical and mental health, behaviour and character), therefore progression is at the discretion of the College.

Is there any reason that might prevent you from, and/or hinder your progression in, undertaking this degree course in Holistic Counselling and Psychotherapy from either a personal, professional or academic perspective? Yes No

Please give details as appropriate:

.....

.....

I have read the programme details and I understand that I will be required to meet the academic standards as set out in this QQI validated programme.

In applying and accepting a place on this programme, I agree to personal and professional requirements as per IACP as the course's accreditation body and ICPPD policies as laid out in the [Quality Assurance Manual](#).

I understand that this programme is an adult training course. As such, participants will be expected to demonstrate a sufficient level of maturity to take responsibility for themselves and their own involvement in the course.

I certify that the information provided on this application is accurate. I understand that withholding information or giving false information may result in a refusal of a place within ICPPD or in termination of my application/registration at ICPPD.

I am aware that I will be required to complete the National Vetting Process in preparation for commencement of Clinical Practice.

Applicant Signature _____ **Date** _____

OFFICE USE ONLY	
Staff Signature/Initials: _____	Learner ID No allocated: _____
Application Form Received (Date): _____	Supporting Documentation Received: _____
Application Processing Fee Received: _____	Interview Date: _____



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ADDITIONAL INFORMATION

Course Fees are as follows:

€4,300 per annum

Course Fees include:

Processing of Garda Vetting

Professional Insurance for clinical work as a trainee counsellor/psychotherapist.

Fees may increase in line with changes in the Consumer Price Index.

**An additional QQI Certification Fee of €200 also applies in the final (award) year of the programme.*

NOTE: ADDITIONAL COURSE COSTS

The annual course fees do not cover the fees for mandatory associated activities i.e., fees for personal therapy, external supervision or the retreat in Year 4.

Application: Applicants are invited to complete and return this application form with all relevant supporting documentation. Applications must be accompanied by a **non-refundable application processing fee of €100**. Applicants are entitled to a full refund of this fee if they decide to cancel their application 2 working days prior to their scheduled interview date.

Interviews: Admission interviews will be arranged for suitable applicants by ICPPD.

Registration: Applicants who are offered a place will be required to confirm acceptance of their place by:
(a) completing the ICPPD Registration Form
(b) supplying a passport photo (i.e. normally by sending a JPEG image file) to ICPPD
(c) payment by a specified date of the Registration Fee of €1,000 (which is credited against course fees).

The balance of the fees for the year is payable in full, before the course commences, or by availing of an agreed ICPPD payment plan.

Once an applicant accepts a place on an ICPPD programme, any fees paid become subject to ICPPD's Financial Terms & Conditions, which are outlined in the [ICPPD's Quality Assurance policies](#) in relation to refunds, payment plan, etc.

Induction: Learners are required to attend a mandatory Induction Session in Athlone prior to programme commencement, to meet with their programme leader, tutor(s), their class group, and gain further information about the content of the course, available learner supports, the rules and regulations of ICPPD, and the relevant Professional Codes of Ethics and Practice.

Delivery: **Athlone and Galway:** The programme runs every second weekend: Saturday and Sunday (9.30am-5.00pm) during the academic year. Clinical Practice/In-house Supervision sessions may be scheduled for a Friday evening.

Dublin: The programme runs 1 midweek day every week during the academic year. Clinical Practice/In-house Supervision sessions may be scheduled for an alternative evening.

Contact admin@icppd.com for further timetable information.

Please Note: It is mandatory to attend 1 learner support meeting and 1 progression meeting per academic year. These may be scheduled on weekdays. Dates will be identified to learners on their timetable prior to commencement of each academic year.