



Admissions Policy

1.0 Introduction

Matrix has an overarching aim to facilitate excellence in counselling. We do this through the provision of high-quality education and training. We aim to create a facilitative learning environment and provide high quality teaching, backed by a robust quality assurance programme - supporting our students to develop in the integration of the self. Matrix is committed to opposing discrimination and all applicants who fulfil the following criteria will be invited for interview. To ensure impartiality, all applicants are interviewed by two senior members of staff.

The Matrix Admissions Policy is intended to be read alongside our Equality, Inclusion and Diversity Policy (<https://matrix.ac.uk/compliance>), the Matrix Recognition of Prior Learning (RPL) Policy, the Student Selection and Recruitment Policy and the Assessment of Literacy Criteria.

2.0 Criteria for invitation to interview and admission to the programme

Counselling training is demanding both personally and academically.

We acknowledge that counselling training attracts learners who may not have formal academic qualifications. Completion of two sections (each written in over 500 words) required on the application form will:

a) demonstrate academic writing level: this is assessed by the Admissions Team using the Assessment of Literacy criteria, and

b) provide evidence of the applicant's suitability for the training: this will be assessed by the Admissions Team prior to and at interview will be offered to those applicants who demonstrate the qualities detailed below:

- Ability to reflect on strengths and personal qualities, trauma triggers and defensive processes (on the application form and at interview).
- Ability to articulate their motivation for training (on application form and at interview).
- The ability to demonstrate motivation and commitment to learning and self-development and show a willingness to explore defences.
- The ability to show evidence of an understanding of relational qualities such as, empathy, congruence and unconditional positive regard and be aware of any difficulties they may have with these.
- Warmth, openness and ability to take feedback non-defensively.
- The ability to stay stable in a stressful situation.
- The ability to cope with both the academic requirements and experiential components of the course – by completion of application form and at interview.
- Must show an awareness of the social context within which counselling takes place and show an open attitude to issues of race, class, gender, ethnicity, sexual orientation
- Must demonstrate emotional robustness for the demands of the training.

Entry point for Year 1

- At least six years' work and life experience
- Completion of application form
- Two satisfactory character references
- A successful interview

Entry point for Year 2 is based on the following criteria:

- At least six years' work and life experience
- Completion of application form
- Fulfil requirement of the RPL Policy for entry into Year Two
- Two character references describing the applicant's suitability for entry to this level of training; one from the *most recent* previous academic training
- A successful interview

Entry point for Year 3 is based on the following criteria:

- At least six years' work and life experience
- Completion of application form
- Fulfil requirement of the RPL Policy for entry into Year Three
- Two character references describing the applicant's suitability for entry to this level of training; one from the *most recent* previous academic training
- A successful interview

To ensure the best possible environment for learning we will not knowingly allow siblings, couples, or family members or relations into the same year group.

3.0 English language entry requirements

For applicants whose first language is not English, we require evidence of English language proficiency as part of the application to study with us.

This should be in the form of an English Language Test. We accept:

- IELTS with minimum grade 6.0 (with 5.5 in all components)
- Cambridge Proficiency Certificate with minimum grade C
- Cambridge Certificate in Advanced English with minimum grade B

4.0 Making and accepting an offer

Places on Matrix courses are limited, with group sizes normally restricted to a maximum of 15 students. Applicants will be offered a place in a group on a provisional basis subject to receipt of their £500 deposit and a signed contract. Places in a group are not guaranteed until both the deposit and contract have been received and accepted by Matrix.

5.0 Placements

It is a condition of study that students must be assessed as able to meet the personal demands of the course. They must also be able to complete the placement element of the course. Applicants should be aware that if they are unable to complete the placement element of the

course, they will not be eligible to complete the full course or receive the BSc (Hons)/Advanced Diploma award. The responsibility for securing a placement lies with the student.

Applicants are encouraged to contact the Principal before submitting an application to discuss informally the potential implications any conditions, treatment for addiction, criminal convictions or other circumstances that may have on their ability to undertake the training or work clinically with clients.

The decision whether to offer a placement rests solely with the placement provider (and not Matrix) and as part of their decision on whether to offer a placement opportunity, placement providers will consider their general suitability (which may, where relevant and appropriate in accordance with the Equality Act 2010, include consideration of the student's current and past physical and mental health). This process is separate from the Matrix 'readiness to practice' process. Placement providers will normally undertake a DBS check on the student. If a student has a criminal conviction this may impact the likelihood of gaining a clinical placement.

6.0 Challenging an admissions decision

Where an applicant feels an administrative or clerical error has been made in the admissions process, or where it is believed that an important component of their application has been overlooked, the applicant may challenge the decision and request that the decision be reviewed by the Principal.

In such circumstances the decision of the Principal is final and may not be appealed.

7.0 Making a complaint

Any applicant who wishes to make a formal complaint to Matrix College should refer to the Matrix Admissions Complaint Process for further information. Please note that the complaints process may **not** be used to request a review of an admissions decision.