



## Criteria for Assessment of Literacy

### 1.0 Introduction

Matrix has an overarching aim to facilitate excellence in counselling. We do this through the provision of high-quality training. We undertake to create a facilitative learning environment, provide high quality teaching, have a robust quality assurance programme, and support students to develop in the integration of the self.

### 2.0 Admission to the Programme

It is important to assess whether students will thrive academically at the level at which they will be joining the course. We sometimes accept students into the Certificate Year programme who have had little success or achievement in formal education as we give assistance with essay writing techniques and academic conventions.

Essay writing help is given:

- At the essay writing days which students at all levels can access free of charge.
- In detailed and educative essay feedback at all levels if coherence, grammar, spelling, punctuation, structure or referencing are below the desirable standard, even if the content of the essay is of a passing standard.

### 3.0 Assessment of Literacy

To identify applicants lacking basic literacy skills, the three statements on the application form will be read for:

- Structure
- Grammar
- Punctuation
- Spelling
- General coherence
- Vocabulary

If the applicant is assessed as not having reached a generally acceptable level they will be signposted to access courses or adult literacy services and invited to reapply at a later date.