



Information on Admissions to Matrix College and Completion of the Application Form

The following information will help you to reflect on your application for the BSc (Hons) Integrative counselling course at Matrix College and will help you to fully complete your application form.

Please complete the application form electronically.

1. Personal Details

Please complete fully, some of this information is required for statistical purposes.

2. Year Group Applied for

Please tick **one** box. If you are intending to study all three years, please tick Year 1.

3. Health Details

Please let us know in this section if you have been diagnosed with any psychological or emotional condition or if you are in recovery from addiction.

We ask for this information as the course is demanding both academically and personally and we need this information so we can have a conversation with you about it at the interview if necessary. Please additionally see section 17.

If you are in any doubt about what you need to put here or would like to talk more about why we ask for this information, please ring Fiona Paul (the College Principal) on 01953 797160.

4. Additional Requirements

Please give details of any requirements you have, or any support you might need to enable you to access either the interview or the full training, ie. it is helpful for us to know if you have dyslexia for instance.

5. Educational Qualifications

Please list first the **highest** level of academic award that you have achieved. This may be GCSEs or a Post Graduate qualification, or anything in between. We also need to know the institution, grade, and date. **We also require a scanned copy of a certificate showing this highest level of qualification.**

Following your highest level of qualification please then fill in all other academic awards achieved below. For example:

Institution	Qualification	Grade	Date
Kings School, Ipswich	A-levels: English History	B C	July 1990 July 1990

6. English Language Qualifications

This is a requirement if English is not your first language. 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

7. Employment History

Please let us know your employment history (most recent first). You can include voluntary work.

8. Relevant Previous Counselling or Care Work Training

If you have any relevant training, please list this here.

9. Personal Statements*

Please reflect on your reasons for undertaking this training. Please write **more than 500 words** for each section.

10. Academic Statement*

Please discuss your understanding of counselling making sure you follow the work count.

***Use of AI** – please **do not** use AI to help you complete these three written sections (see the Matrix Artificial Intelligence Policy for more information)

11. RPL (Recognition of Prior Learning)

If you are applying to enter the course in Year 2 or 3, please fill this section in with any RPL evidence. If you are in any doubt about the RPL requirements, please ring the office on 01953 797160 and speak to Fiona Paul.

12. References

Please give us the details of your referees within the application form. Your referee will then be sent an email and will be asked to complete the reference online.

This email will be sent by Nikkita but it is your responsibility to ensure this reference is completed by your referee.

Applications to Year 1 require two character references. These **cannot** be completed by a family member or anyone that you are in a relationship with.

13. Relationships

Please let us know if you have any existing relationships (friendships, family relationship e.g. sibling, counsellor etc) with either any member of the Matrix staff or with a current or prospective student.

14. Matrix

Please tell us how you found out about Matrix e.g. from a friend, website search etc.

15. Taster Sessions

It is useful for us to know if you attended a Taster Session

16. Previous Applications

It is useful for us to know if you have applied before

17. Additional Information

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, please see section 14 of the Programme Specification matrix.ac.uk/programme-information. All other related policies are at matrix.ac.uk/compliance. Please read these carefully and call Fiona Paul with any questions.

18. Criminal convictions

The decision whether to offer a placement rests with the placement provider (and not Matrix) and as part of their decision on whether to offer a placement opportunity, placement providers will undertake a DBS check on the student. If you have a criminal conviction which may impact the likelihood of gaining a clinical placement please contact Fiona Paul to discuss.

Applicants are strongly encouraged to contact Fiona Paul (01953 797160) 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.

19. Declaration Form

Once your completed application form has been received, you will be sent a Declaration form via DocuSign. You will need to electronically sign this following the instructions on the email and return a PDF copy to Sophie.

Your application will not be complete until we have received:

- a completed application form
- two references (we will contact your referees directly)
- signed declaration form

Your application will be reviewed by two senior members of the tutor team (senior members comprise of the Principal and Programme Leads). You will be contacted to let you know if you have been put through to the interview stage or not.

Please contact Nikkita Dalgliesh on 01953 797160 or by email on nikkita@matrix.ac.uk if you have any questions.