



Student Selection and Recruitment Policy

Introduction

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

This Matrix policy for the selection and recruitment of students should be read alongside our Equality and Diversity and Inclusion Policy, Admissions Policy and the Assessment of Literacy Criteria.

Principles

The policy is based on the following principles:

- Clear information on the course will be available to prospective applicants.
- In line with our commitment to a relational way of working and to our commitment to protecting the uniqueness of individual applicants we encourage prospective applicants to discuss the entry requirements with the Principal prior to applying.
- Applications will be dealt with in a systematic and timely manner.
- All applicants will be treated fairly and transparently.
- The selection criteria will be applied in a way that is fair. Two senior members of staff will review all applications and make a decision on who may go forward to interview. Two interviewers, both senior members of Matrix staff will undertake interviews together.
- Applicants will be given a rationale if they are either not accepted onto the course or for RPL students if they are offered a place on the year below they were applying for.

Responsibilities

The Principal has strategic level responsibility for recruitment and selection of students.

The administrator is responsible for managing the flow of applications through the system.

Criteria for Admission

The criteria for admission are detailed in the Admission Policy.

Admission Process

The review of application forms and references is undertaken by the Principal and a senior member of the counselling team to ensure applicants meet all the entry criteria and, if necessary, the RPL criteria.

Successful applicants are invited to be interviewed by two senior staff. The interview process is carried out by a team of senior tutors.

Interview notes are taken by one or both interviewers.

All prospective applicants are encouraged to attend a taster session, to ensure they understand the nature of the training and the requirements involved.

The interview team discuss each application following the interviews and a decision about acceptance is reached after reflective process and deliberation.

The student will be offered a place or given reasons for rejection by letter within 15 working days of the interview.

Once a place has been accepted, enrolment information about the programme including terms and conditions, dates of attendance and programme information are sent to the prospective student before the start date of the programme.

Dealing with Complaints Relating to Recruitment and Selection

Matrix is committed to providing a fair and efficient recruitment process.

Applicants may challenge an admission decision, please see the Admission Complaints and Appals policy.

We hope most complaints can be resolved informally. Formal complaints about the recruitment procedure are dealt with by the External Moderator. Please see the Admission Complaints and Appeals policy for more information.

Document name	Student Selection and Recruitment Policy		
Owner	Principal	Review Lead	Quality Manager
Approving Committee	Ops Team		
Last review	December 2025	Next review	December 2026
Amendments since last review	Detail of Revision	Date of Revision	Revision approved by
	Version Control added	16/12/2025	Ops Team