



Student Placement Information

Clinical placements are required in order for students to complete the necessary counselling hours with clients. To exit with the BSc, 250 client hours are required to graduate. Registration with UKCP requires a further 200 client hours, totalling 450, which is generally completed in a placement/s.

Placements begin in Year 2 after students have been observed at least twice in triads either by a Programme Lead and/or another tutor and have been assessed as 'ready to practice'. Students cannot start in placement until they have a 'ready to practice' letter and a signed and approved Placement Agreement with a placement organisation. The Placement Manager and the Programme Lead will give advice and support in searching for and attaining a placement.

Opportunities for volunteer posts with placement agencies are regularly posted onto Moodle. Matrix has liaisons for placements with many local service providers.

Face-to-face client hours

All students will be expected to work at a placement where face-to-face work is standard.

Once students have undertaken the required training, in exceptional circumstances they *may* be able to undertake some online work in addition to face-to-face with the agreement of their Programme Lead and Head of Clinical Practice.

For the BSc award:

190 of the 250 hours must be face-to-face

For UKCP Registration:

340 of the 450 hours must be face-to-face

Telephone counselling is not permitted.

Securing a placement

Whilst Matrix will help students to think about the type of placement they would like to work in it is a student's responsibility to secure the placement. We have connections with most voluntary organisations in the area. Matrix do not let a student new to working in a placement set up counselling provision in an organisation that does not have a counselling service already established. We also do not let a student have a placement in their place of work. Part of the process of becoming a professional counsellor is applying for and starting work in a placement, and we will support students with this important step in their development.

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 <https://matrix.ac.uk/programme-information/>. 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 either a Diploma (if applicable) or the BSc (Hons) award. The responsibility for securing a placement lies with the student.

Applicants should also note that 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 consider 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 <https://matrix.ac.uk/compliance/>

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 this may impact the likelihood of gaining a clinical placement.

Professional membership

Students will be required to become a student member of usually the UKCP (as a trainee) or the BACP before starting to practice with client. They will also be required to complete a Disclosure and Barring Service (DBS) check. The placement will organise this.

Placement Agreement

A completed Placement Agreement form is required for all placement positions. This clarifies the main areas of safe professional practice. This form is agreed and signed by four parties: Matrix representative, Supervisor, Placement Liaison coordinator and the student. The Programme Lead will overview and sign the Placement Agreement last. Students cannot begin any client work until a fully signed and completed Placement Agreement is in place.

Supervision

Students will be expected to work with a supervisor recognised and listed in the Matrix Directory of Supervisors. Students and supervisors must agree to observe the PCIPC (UKCP) Ethical Code as well as the Matrix Code of Ethics and Professional Conduct.

Information in Yr 1

A seminar day for Year 1 students giving support and information about placements is held each year. This offers support and guidance, covers the process of applying and explores in detail all requirements such as the Placement Agreement and supervision expectations.

Document name	Student Placement Information		
Owner	Principal	Review Lead	Quality Manager
Approving Committee	Ops Team		
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