



### Timetable

**Applicants choose:**

Weekend Programme from September - May/June

## Belfast

- **Saturdays (1): 9.00—17.30**  
Start Date: September 2024

### Entry Requirements

1. Applicants should possess a level of maturity to reflect on their own personal development.
2. Applicants need to have successfully completed a:
  - Certificate Course in Counselling & Psychotherapy (or similar) of 60+ hours.

OR

Equivalent level 7+ (NFQ) course in for e.g., Psychology, Social Care/Social Work, Psychiatric Nursing or any discipline related to the field of counselling.

OR

Show evidence of personal development /substantial life experience (for e.g., proof of volunteer work, community work, experience of counselling and/or portfolio of prior learning).

3. Entry is by application form and interview

\*Entry onto the Diploma & BSc (Hons) in Counselling and Psychotherapy may require catch-up work to be completed. This is based on assessment of your prior learning, which will be discussed at Interview.

### Certificate Student Application Process

Progression Interviews will take place at a designated time as discussed during the Class Visit by the Admissions Team. Applicants should then complete and return this Application Form to PCI College. If the College has not received the Application form by this date - the student will not be able to attend the Certificate Progression Interview and must apply online or through the College Admissions Office.

Applicants who are offered a place will be required to confirm acceptance in writing accompanied by a Booking Deposit of £1,270. **When an Applicant has accepted a place all tuition fees, including deposits, shall be fully non-refundable in all circumstances.**



PCI College

PCI College, Corrig House, Old Naas Road, Clondalkin, Dublin 22.  
Tel.: 01 464 2268 • enquiries@pcicollege.co.uk • www.pcicollege.co.uk



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## Fees

PCI College tuition fees for courses commencing in September 2024 are as follows:

**Year 1: £4,340\* (Includes all academic and administration costs and charges)**

**Year 2: £3,360**

**Year 3: £3,360**

**Year 4: £3,360**

**This course is eligible for tax relief on tuition fees.**

**In order to facilitate students, PCI College has introduced a monthly Direct Debit Plan. Please note that there is an extra charge of £100 for this option.**

\*Please note that there is an additional charge of £20 for Garda vetting process which is required prior to course entry and it is not included in the above fees.

## Additional Course Costs

Course fees do not cover costs associated with Additional Course Requirements including Personal Therapy, Supervision and Workshop requirements .

Fees for Supervision and Personal Therapy are decided by negotiation between you and your Supervisor and Therapist. The average cost for supervision is approximately £60. Personal therapy may also average about £60 per session.

## Accreditation

The PCI College BSc (Hons) Counselling & Psychotherapy is fully accredited by the Irish Association for Counselling & Psychotherapy (IACP). This professional body provides standards of practice, professional identification, education/training and regulation for the counselling and psychotherapy profession in Ireland. The IACP is Ireland's largest and most well-recognised body for counsellors and psychotherapists; GP's, state bodies, HSE professionals and others will often specifically request IACP accreditation when referring clients to counsellors.



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## Terms & Conditions

### Entry Requirements:

It is the responsibility of the applicant to ensure that he/she fulfils the minimum entry requirements for a chosen course, and to ensure that the chosen course is suitable for his/her needs and level of ability. Once an applicant accepts an offer of a place on the course, he/she agrees to abide by the rules and regulations of the College. If the applicant does not reach the acceptable minimum criteria for the course, PCI College has the right to withdraw them from the course.

### Fees:

Tuition Fees are non-refundable in all personal circumstances. The balance of fees for tuition is payable, in full, before the course commences, or by availing of an agreed PCI College Direct Debit Payment Plan. Tuition Fees do not include costs of Additional Requirements such as Personal Therapy, Supervision and CPD (continuing professional development).

Once a student is enrolled on a programme of study, no part of course fees are refundable or transferable. No refund will be made in any circumstances to students who fail to attend classes or who commence a course and subsequently feel that the course does not suit him/her. Students who are having their fees paid or part-paid by a third party, should be fully aware that responsibility for payment of fees and liaison with these bodies rests solely with the student and not with PCI College.

The College makes every effort to provide the Programme as described, and to avoid altering course dates, tutors, locations etc. However, should any changes be necessary, you will be notified at the earliest opportunity. All courses run subject to demand and the formation of a viable class cohort. A full refund will be given to all applicants in the event that the class does not proceed.

Where a student receives a refund and chooses to keep the refunded fees on their account, this credit shall only be applicable to programmes within that programme category (e.g. counselling & psychotherapy or CPD). Credit will remain on the student's account for a period of two years only from the date of refund.

### Student Requirements:

Students are required to have sufficient IT skills and access to appropriate IT facilities to participate in the course. All students are assigned an individual email address and given access to an online Student Portal. The Portal includes course materials, an online library and College announcements and students are required to upload all written assignments online. Email is the primary communication method of the College and all students are requested to access their individual email account on a regular basis to ensure receipt of all notices.

The course incorporates both academic and experiential elements. With each year of the course, there is an incremental increase with regards to academic writing standards. Therefore, students will be expected to reach a suitable level of academic writing by the time they reach their final year, during which they are required to write a dissertation.

Students with a disability may require adjustments to facilitate their learning. These adjustments will be fully evaluated by PCI College. Students are requested to make the College aware of any disability, special need or learning support requirement on application.

Students will be required to participate in Garda Vetting procedures in relation to programme and accreditation requirements.

Our Terms and Conditions may change and be updated from time to time. Students are requested to review the current version of Terms and Conditions on our website at [www.pcicollege.co.uk](http://www.pcicollege.co.uk)

### Language Requirements:

An English proficiency test as IELTS or equivalent will be required for non-native speakers.





## CERTIFICATE PROGRESSION APPLICATION FORM

### 1. Personal Details (Please fill in all fields in Block Capitals)

Name (for registration - as appears on passport/utility bills):

Forename: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

(for M.U. registration—please leave blank if you prefer not to say)

Gender: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Current Employment: \_\_\_\_\_

#### FOR OFFICE USE ONLY

ID No: \_\_\_\_\_ IT: Y/N

Deposit: \_\_\_\_\_

Interview: \_\_\_\_\_

Offer: \_\_\_\_\_

Accepted: \_\_\_\_\_

I wish to apply for a place on the course commencing September 2024. I have indicated my **Top 3 Preferences** of venue and time, from the options below. (1 being the most preferred, 2 being next preferred and so on) : Please note that we operate on a first come, first served basis.

### 2. Experience of Counselling (if any)

Have you ever attended Counselling/ Psychotherapy?  Yes  No

Have you ever Volunteered?  Yes  No

If yes please give details: \_\_\_\_\_  
\_\_\_\_\_

Explain briefly why you wish to undertake this course: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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London



*Irish Association for Counselling and Psychotherapy*

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# BSc (Hons) in Counselling and Psychotherapy

## Certificate Progression Application Form 2024



**PCI College**

Excellence & Innovation in Psychological Education  
Established 1991

### 3. Education Background

Highest Education Achieved (Primary/Secondary/Third Level)

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Please give details of Course, Institution and Award:

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Please list any other course you consider relevant to your application:

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If you have a disability or special need, will you require extra learning support?

Yes  No

If yes, please give details?

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Please give names and addresses of two personal referees who would attest to your competence to undertake a course in Counselling & Psychotherapy. (BLOCK CAPITALS PLEASE)

1	Name:		2	Name:	
	Address:			Address:	
	Tel:			Tel:	
	Relationship to applicant:			Relationship to applicant:	

Have you ever been convicted of a criminal offence?

Yes  No

If yes, please give details? \_\_\_\_\_

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If you are a non-native speaker, do you have an IELTS English proficiency test (or equivalent) complete?

Yes  No

### Declaration

I wish to register for the programme selected above. I have read and understood the Terms and Conditions and course requirements for programme registration (as set out on pages 2,3 and 6 of this application form and online at [www.pcicollege.co.uk](http://www.pcicollege.co.uk)) and I agree to be bound by these Terms and Conditions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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<b>BSc (Hons) in Counselling and Psychotherapy Course Requirements Overview</b>
<b>Timetable Structure:</b>
30 hours per module
Summer Schools (4 consecutive full days at the end of Year 1 & Year 2)
Progress Review Meetings during the academic year (possibly at weekends e.g. Sundays)
Group Supervision (From Year 3 - possibly at weekends e.g. Sundays)
Year 4 (optional modules held at weekends, selection of choice may not be on offer at your venue)
<b>Attendance Requirements:</b>
Minimum 85% attendance required
No more than 10 hours in one module missed
No more than 1 session of group supervision missed
Catch up work may be required in lieu of absences
<b>Financial Requirements:</b>
Tuition fees
Middlesex University registration fee
Garda vetting
Books
Personal Therapy, Supervision & CPD fees
<b>Breakdown of Tuition Fees:</b>
Year 1 £4,340* (inclusive Middlesex Registration fee)
Year 2 £3,360
Year 3 £3,360
Year 4 £3,360
<b>Additional Course Requirements:</b>
50 hours Personal Therapy during first three years of the course
120 hours Client Work beginning in Year 2
24 hours Supervision (to monitor your client work)
4 one-day CPD (Continuing Professional Development) workshops totaling 24 hours or equivalent
32 Hours of Group Supervision in-house
25 hours personal therapy and 1 hour supervision completed before commencing client work
Personal therapists and supervisors <b>must be</b> accredited with IACP, BACP or IAHIP (work with a practitioner not accredited with one of the above bodies will not be recognised by the College)

\*\*Students are required to register with Middlesex University before the course commences in the first year of study, this is a once off fee and is payable in addition to any Tuition Fees due.