UNIVERSITY OF ABERDEEN
NOTES FOR APPLICANTS TO COUNSELLING SKILLS

These Notes will assist you in completing an Application Form for our Counselling Skills courses.

IMPORTANT NOTES

- If using a paper copy of the form, please write clearly in BLOCK CAPITALS using black ink.
- Please note the deadline date for your application on page 1 of the application form. You can also check our website for information on the dates for receipt of application forms. Applicants should be aware that they are required to attend 85% of the course so it is important that they are able to start in the first week of teaching.
- If you have any questions or need to make an enquiry about an application you have made, please email: counsellingskills@abdn.ac.uk or telephone: 01224 274830.
- Please remember to quote your Applicant Personal ID number in all correspondence.

APPLICATION FORM

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Section 1

Date of Birth: Enter day, month, and year. Dates should be written in this format: 20-Jan-1981

Previous Name: If you have changed your name for any reason (e.g. marriage) please enter your former name(s).

Section 2
Course(s) to which Application is being made: Place a tick against the course(s) you wish to register for.

Details of the admission requirements and the minimum and maximum study period requirements are prescribed in the relevant regulations in the University Calendar.

Intended Source of Funding: Please enter whether or not you are self-funding or otherwise, and whether you are applying to SAAS for a part-time fee grant, or for an Individual Learning Account (ILA). You can find further details on part time funding at www.abdn.ac.uk/infohub/finance/parttime-students.

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Section 3

Contact Address: Write the address to which you want the University to send any hard-copy correspondence. Please let us know if your contact details change.

Permanent Home Address: Please supply your home address if applicable.

Email Address: Please supply an e-mail address which the School can contact you on regarding your application. Please note that once a registered student of the University of Aberdeen all correspondence will be sent to your University e-mail account. Please make sure you check this account regularly.
Section 4

Educational and Other Relevant Qualifications: Please list your qualifications in the format given below. If you have not yet finished your current studies or received your final results, you should indicate the date on which you expect to be awarded the qualification. Please just include School, College and University programmes.

<table>
<thead>
<tr>
<th>Qualification Title, Subject and Level</th>
<th>Examining Board or University/College/School</th>
<th>Result or Grade</th>
<th>Date of Award or Anticipated Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Grades/Highers/HNC/HND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSc Honours Biochemistry</td>
<td>Delhi University, India</td>
<td>1st Class</td>
<td>7/2007</td>
</tr>
<tr>
<td>MSc Pharmacology</td>
<td>Strathclyde University</td>
<td></td>
<td>11/2009</td>
</tr>
</tbody>
</table>

Section 5

Employment History: Indicate whether the work was part-time (PT) or full-time (FT). Weekend and vacation work may be included.

<table>
<thead>
<tr>
<th>Date From</th>
<th>Date To</th>
<th>Employer</th>
<th>Title and Description of Post(s) held</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2009</td>
<td>Now</td>
<td>Tesco Supermarket</td>
<td>PT Shop Assistant – checkout and shelf stacking</td>
</tr>
<tr>
<td>6/2005</td>
<td>8/2008</td>
<td>Surrey County Council Play scheme</td>
<td>FT Play Supervisor – organising play activities for 35 under 12s for summer play scheme</td>
</tr>
</tbody>
</table>

Section 6

English Language Proficiency: Applicants whose native language is not English need an IELTS (International English Language Testing System, located at www.ielts.org) or TOEFL (Test of English as a Foreign Language, located at www.ets.org/toefl) English Language qualification taken within 2 years of the programme start date. Please insert your test score (written and overall scores) and the date of your test. Applicants who have been taught in English for substantial parts of their education may request exemption from providing a language certificate. You should give details in this section. For details of acceptable English Language qualifications, contact the Student Recruitment and Admissions Service or visit: http://www.abdn.ac.uk/study/international/english-requirements.php.

Section 7

HESA Student Identifier: Applies to applicants who have previously studied in a UK Higher Education Institution. This can often be found on your university transcript. If you do not have a record of it, contact your previous Higher Education Institution.

Have you previously been refused admission to study, or continuation of study, other than on academic grounds? Refers only to a refusal from the University of Aberdeen.

Criminal Convictions: To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know if you have any relevant criminal convictions.
Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph).

If you are applying for courses in teaching, health, social work, counselling and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders.

<table>
<thead>
<tr>
<th>Courses in teaching, health, social work, counselling and courses involving work with children or vulnerable adults</th>
<th>All other courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>For these courses, you must enter x in the box if any of the following statements apply to you.</td>
<td>For these courses, you must enter x in the box if either of the following statements apply to you.</td>
</tr>
<tr>
<td>a I have a criminal conviction</td>
<td>a I have a relevant criminal conviction that is not spent</td>
</tr>
<tr>
<td>b I have a spent criminal conviction</td>
<td>b I am serving a prison sentence for a relevant criminal conviction</td>
</tr>
<tr>
<td>c I have a caution (including a verbal caution)</td>
<td></td>
</tr>
<tr>
<td>d I have a bind-over order</td>
<td></td>
</tr>
<tr>
<td>e I am serving a prison sentence for a criminal conviction</td>
<td>If statement b applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</td>
</tr>
<tr>
<td>If statement e applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</td>
<td>Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.</td>
</tr>
</tbody>
</table>

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send us details of the offence, simply tell us that you have a relevant criminal conviction and we will write to you to ask for more details.

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Section 8

Permanent Domicile: This should be the country that you consider to be your permanent home.

Residential Category: Most UK and EU applicants will tick the first box. Non-EU nationals who are claiming UK-fees status must enclose documentary evidence of their residential category in the form of a letter from the Home Office confirming right to permanent residence in the UK or a copy of the relevant page from their passport.

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Section 9

Disabilities: The University needs to know if you have a disability, special need or medical condition which may affect your ability to follow the programme of study, or which may require additional support or specific facilities. The information you provide will not affect any decision about your academic suitability for the programme, and is treated confidentially.
Referee details:

Please provide two references with your application form. Your referees cannot be a family member but someone who can comment on your suitability to study on this course. Please make one relevant and one current for this course. Applicants are responsible for ensuring that the references are provided. **Failure to do so will result in the School being unable to process your application.** A referee form is included for you to send to your potential referees.

How did you hear about this programme?: Tick just **ONE** box to indicate how you first heard about the programme.

Personal Statement: This space provides you with an invaluable opportunity to influence the admissions selectors and explain your motivation in applying for your chosen programme of study. Make sure your statement is clear and relevant.

Declaration: **Do not forget to sign and date your application!!**

The information on this page is required for statistical purposes only and will not be made available to staff considering the application for admission. Please tick the appropriate boxes.

Occupation: If you will be over 25 years of age on entry you should write your own most recent occupation. If you are under 25, please enter the occupation of the parent, step-parent or guardian who has or had the highest income in the household in which you have been brought up. If he or she is retired or unemployed, give the most recent occupation.

Are you a first generation student: If you are the first person in your household to go to University please insert a cross in the Yes box?