**Professional Development Scheme Application Guidelines 2024**

**University of Leeds Student Counselling and Wellbeing**

Please refer to the guidelines when making your application. Successful applicants will be invited to an interview.

**Dates and Times** - Please indicate clearly which days and times are you available for the placement, e.g. Mondays 9am – 1pm; Tuesdays 1pm-5pm

**Personal Introduction** - Please give a brief statement (no less than 250 - 300 words) introducing yourself in a personal way, giving information which you think might be helpful to us in getting to know you. In this section *do not* make any reference to counselling, mental health issues, your job or your professional life.

**Details Of Training** - In answering these points, please give most attention to your present or most significant training.

* Where and when the training was completed.
* Theoretical orientation of the programme with a summary of the theoretical and experiential components.
* Other qualifications. Please give details of qualifications related to counselling and mental health and other areas unrelated to counselling and mental health that may be relevant to the role.

**Personal Counselling & Other Personal Development Activities** – Please give brief details of your personal experience of counselling or psychotherapy or any personal development activity in which you have engaged.

**Practical Experience** - Please give details of your counselling experience (as a practitioner) or experiences working with mental health issues, e.g. how many hours have you completed, in what setting and with what types of clients.

**Other Skills & Abilities** - Please describe what other skills and abilities you could bring to the role. They could include any of the following: administrative skills, experience of facilitating group work or others you may feel relevant.

**Higher Education** - Please explain: (a) what attracts you to counselling in Higher Education and (b) what skills and ideas you can bring to counselling in Higher Education institution. You could refer to any of the following: (a) your personal aspirations, (b) career objectives, (c) professional interests, (d) interest in and / or understanding and experience of institutions, their cultures and structures.

**Other Employment**- Where appropriate, please describe what other forms of employment you have had (not counselling and mental health) in either a paid or voluntary capacity. Please give dates and a brief description of the role.

**Diversity**- Please give an outline of your thinking in relation to diversity issues and make clear the implications of this for your work as a counsellor.

**Professional Memberships** - Please give details of any professional memberships, membership of BACP (British Association for Counselling & Psychotherapy), UKCP (United Kingdom Council For Psychotherapy), BPS (British Psychological Society) or equivalent bodies. Are you familiar with the BACP Ethical Framework, and do you work as a counsellor in accordance the BACP Ethical Framework?

**Other Information** - Please give any other information you would like to give in support of your application?

**References**– Please provide details of two referees : (a) one of which should be from your training organisation and (b) another from someone who knows your professional work well, e.g. a clinician supervisor, previous clinical manager.