

Appendix-AP1

Reflect On Academy Admissions Policy Admissions Policy (including Suitability & Selection Criteria)

1. Purpose

This policy sets out fair, transparent, and consistent admissions processes for all programmes. It ensures that applicants admitted are able to benefit from the programme and meet the professional standards expected by validating and professional bodies.

2. Scope

This policy applies to all applicants and staff involved in recruitment, selection, and offer-making across all delivery centres.

3. Principles

- Equity, diversity, and inclusion underpin all admissions decisions.
- Selection is based on evidence of readiness, suitability, and safeguarding considerations.
- Decisions are documented and auditable; data are processed in line with UK GDPR.

4. Responsibilities

- Course Head – oversight of admissions decisions, quality assurance, and appeals.
- Admissions Tutor/Administrator – application checks, interview scheduling, reference collection.
- Panel Interviewers – conduct interviews and make recommendations.

5. Entry Criteria

Assessment of level and equivalence

Where applicants present non-validated qualifications, Reflect On Academy assesses equivalence by reviewing the awarding body, qualification level, learning outcomes, and depth of study, using national level descriptors (QCF) as a benchmark. This process applies across programmes, including Level 7 study, and is confirmed prior to an offer being made.

5.1 Generic (all programmes)

- Minimum academic and experience threshold appropriate to level of study
- Evidence of interpersonal readiness, self-awareness, and ethical commitment
- Two satisfactory references are required, including one academic and one professional reference.
- Right to study and work in the UK (where applicable)
- English language proficiency sufficient for academic and clinical work
- Safeguarding suitability: Enhanced DBS where client-facing work is undertaken
- Capacity to comply with professional and placement requirements

5.2 Programme-specific: Level 7 Advanced Diploma in Psychotherapy

Applicants must demonstrate that they hold an appropriate prior qualification at Level 6 (or equivalent), or a Level 5 qualification plus an approved Level 6 bridging route, prior to entry.

Applicants are additionally required to demonstrate:

- Active professional registration and appropriate practitioner insurance
- A minimum of 200 supervised post-qualification practice hours
- Suitability for advanced practitioner training, including readiness for Level 7 academic study
- Appropriate professional arrangements to support clinical practice
- Compliance with safeguarding and professional standards

Admissions decisions are made through written application and interview, during which applicants are assessed for professional readiness, ethical awareness, reflective capacity, and alignment with the BACP Ethical Framework.

6. Recognition of Prior Learning (RPL/APL)

Reflect On Academy does not accept Recognition of Prior Learning (RPL) or Accreditation of Prior Learning (APL) for entry or advanced standing on its programmes. Applicants are required to complete the full programme to meet the stated learning outcomes, practice requirements, and professional standards.

7. Application & Selection Process

- 7.1 Application submission: completed form, personal statement, CV, and evidence of qualifications and professional membership.
- 7.2 Screening: eligibility check against entry criteria; request for missing documents if required.
- 7.3 Interview: structured panel interview exploring clinical readiness, ethics, and reflective capacity.
- 7.4 References: two satisfactory references required prior to offer confirmation.
- 7.5 Offer: conditional or unconditional; conditions will be clearly stated (e.g., DBS, insurance, placement confirmation).
- 7.6 Enrolment: acceptance of offer, fee agreement, and signing of student informed consent contract.

8. Safeguarding & Fitness to Practice

Where concerns arise regarding conduct, risk, or capacity, the Course Head may defer or withdraw an offer following review. This may include requesting relevant written supporting information or professional documentation where appropriate to enable the safe and appropriate consideration of reasonable adjustments. Applicants are required to disclose relevant information that may affect client safety or professional suitability.

Where reasonable adjustments are requested, these will be considered in line with equality and inclusion principles. Appropriate supporting information may be required in order to assess whether adjustments can be safely agreed and implemented without compromising minimum competence standards or professional and safeguarding requirements.

9. Data Protection

Admissions data are processed in accordance with the Reflect On Academy Data Protection Policy. Applicants may request access to their data and corrections where necessary.

10. Admissions Appeals and Complaints

Applicants may request an admissions decision review on procedural grounds only. Concerns should be raised informally in the first instance; formal appeals follow the Appeals Policy. Complaints follow the Concerns & Complaints Procedures.

11. Assessment of Applicant Suitability (Levels 3, 5 and 7)

Applicants are assessed through a combination of written application, structured interview, and reflective dialogue to ensure suitability for training. The process is designed to evaluate personal readiness, professional potential, and capacity to engage with the demands of counselling and psychotherapy training.

The course assesses the following areas:

- Self-awareness, maturity, and emotional stability, including the ability to reflect on personal experiences and responses.
- Ability to make use of and reflect upon life experience in a thoughtful and constructive way.
- Capacity to cope with the emotional demands of the course, including engagement with personal development and relational learning.
- Ability to meet the intellectual and academic requirements appropriate to the level of study (Level 3, 5 or 7).
- Ability to form and sustain a helping relationship at an appropriate level for training, demonstrated through communication, empathy, and relational awareness.
- Capacity for self-reflection and openness to feedback, including the ability to engage with both supportive and challenging feedback.
- Awareness of equality, diversity and inclusion, including an understanding of difference, prejudice, oppression, and power dynamics.
- Recognition of the need for personal and professional support, including supervision, self-care, and external support systems.
- Clarity of motivation, ensuring that applicants are seeking professional training in helping others rather than personal therapy alone.

Assessment methods are adapted appropriately for each level:

- **Level 3** focuses on foundational readiness, personal awareness, and introduction to helping skills.
- **Level 5** builds on applied skills, reflexivity, and readiness for supervised practice.

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- **Level 7** requires advanced reflexivity, critical thinking, and professional responsibility aligned with SCoPEd Column C.

Recruitment and selection are conducted in line with the Academy's Equality, Diversity and Inclusion policy, with reasonable adjustments made where appropriate and supported by relevant information where required.

12. Deferral & Re-application

Deferrals may be granted for up to one year at the Course Head's discretion. Unsuccessful applicants may re-apply in a later cycle.

13. Transparency & Publication

This policy will be published and reviewed annually. Programme pages will state entry requirements and the selection process clearly.