**BASE 51 TRAINING ACADEMY   
Learner Application/Initial Assessment Form**

**This is a generic application form and initial assessment for all Base 51 Academy training and accredited qualifications.**

**Your Commitment**

As part of your commitment to this training course/qualification you agree to attend all tutor-led,

e-learning sessions and undertake where appropriate self-guided learning, as per the course/qualification timetable.

Commitment to self-guided learning is crucial in ensuring your progress and successful completion of the course/qualification. This is key to ensure learning is developed from the sessions with your trainer.

If you are applying for a counselling qualification your assessments will vary and could include researching key counselling approaches and theories, exploring organisational and national policies, understanding, and committing to safe and ethical practice, in person skills practice, and self-reflection.

If you are applying for a counselling qualification at Level 4 or above you will be required to obtain a placement within a professional organisation to gain a minimum or 100 hours clinical practice, this can be paid or voluntary. Placement providers must have a suitably qualified counsellor overseeing and will adhere to ethical framework (BACP/NCPS) You will also need to work with a qualified clinical supervisor to ensure that your practice is safe and ethical, your supervisor will be required to provide reports regarding your clinical work.

Students on a Level 4 or above counselling course must also have completed a minimum of 20 hours personal therapy at their own cost. You will also be required to join membership of a governing body such as the BACP/NCPS as a student member.

**Application Process**

Please complete the information below to help us process your application.

With your permission, Base 51 Training Academy will use and store the information you provide for the duration of your learning journey. All information provided by you is treated as private and confidential. Anonymised information relating to age, gender, disability/additional needs, and ethnicity may be used for reporting purposes only.

All information will be processed in compliance with the Data Protection Act 2018 and used to help us support you through your learning journey. Base 51 Training Academy will ensure your information is not kept longer than is necessary and will retain the minimum amount of data it requires to carry out its duty for your training provision. Base 51 Training Academy will ensure any information which is shared with the awarding body, for registration and certification purposes, is securely stored. Base 51 Training Academy will not disclose any information provided, unless required to do so for safeguarding purposes or in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004). Base 51 Training Academy will not sell, rent, trade or transfer your personal information to outside companies. You have the right to withdraw your consent at any time. If you wish to withdraw your consent, you can do so by contacting us via [academy@base51.org.uk](mailto:academy@base51.org.uk). We will aim to process your request within ten working days.

**APPLICATION FORM FOR BASE 51 TRAINING ACADEMY**

**COUNSELLING TRAINING /QUALIFICATION**

**Please indicate your responses to the questions below (🗸):**

|  |  |  |
| --- | --- | --- |
| **Level 2 Award in Introduction to Counselling Skills** | **Level 2 Certificate in Counselling Skills** | **Level 3 Certificate in Counselling Skills** |

|  |  |  |  |
| --- | --- | --- | --- |
| **About you:** | | | |
| **First name:** |  | | |
| **Name you wish to be known as:** |  | | |
| **Last name:** |  | | |
| **Date of birth:**  **(DD/MM/YYYY)** |  | | |
| **Contact phone number:** |  | | |
| **Primary email address:** |  | | |
| **Alternative email address (if applicable) :** |  | | |
| **Please indicate your preferred email address** |  | | |
| **Postal address:**  **(This will be the address your certificate is sent to)** |  | | |
| **Postcode:** |  | | |
| **Education:** | GCSE (please indicate GCSEs achieved and grade) | A Level (please indicate A Levels achieved and grade) | NVQ (or equivalent) please give details of qualifications gained |
| Undergraduate degree (please give details) | Post graduate diploma  (Please give details) | Post graduate degree (please give details) |
| Other (Please specify) | | |
| **Current employment commitments:**  (please tick all that apply): | Full time | Part time | Paid |
| Voluntary | Student | Other |
| **Do you hold any other counselling qualifications or have experience of counselling? (Please give details)** | | | |
|  | | | |

|  |
| --- |
| **Please advise of any support or areas concerns that you may have about undertaking this qualification/training. This will help us to ensure that we can give you appropriate support if needed.** |
|  |

|  |
| --- |
| **Using 200-300 words please tell us why you are applying for this training/qualification and what you would like to gain, i.e. new skills, increased knowledge, improved understanding?** |
|  |

**If your application is successful, you may be contacted for an informal interview before the course begins.**

|  |  |
| --- | --- |
| Signature: |  |
| Print Name: |  |
| Email Address: |
| Contact number: |  |
| Date: |  |

**Please complete the data sheet on the next page before returning.**

**Demographic Data**

We would like to get an idea of who we have worked with. To do this we would like you to share some information with us. All the data you provide will be anonymized and aggregated for Base 51 Training Academy reporting purposes only. Your data will not be shared with any other third party.

Please circle one answer to the questions below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Age:** | Under 18 | 19-25 | 26 - 35 | 36-45 | 46-55 | 56+ |

|  |  |
| --- | --- |
| **Ethnic Background:**  **Choose the number that best describes your ethnic group or background:** | |
| 1. White - English/Welsh/Scottish/Northern  Irish/British  2. White – Irish  3. White - Gypsy or Irish Traveler  4. White - Any other please describe:  5. Mixed/Multiple ethnic groups - White and Black  Caribbean  6. Mixed/Multiple ethnic groups - White and Black  African  7. Mixed/Multiple ethnic groups - White and Asian  8. Mixed/Multiple ethnic groups - Any other please  describe: | 9. Asian/Asian British – Indian  10. Asian/Asian British – Pakistani  11. Asian/Asian British – Bangladeshi  12. Asian/Asian British – Chinese  13. Asian/Asian British - Any other please describe:  14. Black/ African/Caribbean/Black British – African  15. Black/ African/Caribbean/Black British – Caribbean  16. Black/ African/Caribbean/Black British - Any other  please describe:  17. Other ethnic group – Arab  18. Other ethnic group - please describe: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender** | Male | Female | Prefer to Self-Describe  (Please specify) | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you consider yourself to have a disability?** | Yes | No | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you have any additional learning needs?** | Yes | No | Prefer not to say |
| **If Yes, please advise us of how we can best support you through your learning journey here.** | If yes… | | |