***ACT Counselling Services Ltd***

**Short Courses Application Form (COSCA Certificate in Counselling Skills)**

**Personal Details**

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Date of Birth |  |
| Address |  |
| Post Code |  |
| Home Mobile no |  |
| Home tel no |  |
| E-mail |  |

**Please state which short course you wish to attend and on what dates**

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**Please complete the following sections as fully as you can. Applicants are selected for this course based on the quality of the application form. Try to put across a sense of who you are, what has led you to want to undertake this course, what do you hope to learn or develop about yourself as a participant?**

**Reasons and Learning Outcomes**

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| --- |
| Please provide a statement addressing the reasons behind your interest in this course as well as what expectations and learning outcomes you bring (Minimum 300 words).  What previous personal or professional experience do you have as a helper? (Minimum 150 words) |
| How would you best describe yourself? (Minimum 200 words) |

**Additional Information**

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|  |

**Participation**

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| Most ACT Counselling Services short courses require participants to share manageable personal experiences (within safe boundaries and a group working agreement) and practice based issues. |

signed……………………………………………………….. date…..…/….……/……

**NB: The total cost of the COSCA Certificate in Counselling Skills is £1300. To secure your place on the course, payment of a £200 nonrefundable deposit is required. ACT Counselling Services Ltd are willing to provide course participants with the opportunity to pay the remainder of the course fees (minus SAAS payment of £402 if applicable) via interest free monthly instalments. Should participants decide to leave during the duration of the course, it is expected that the course fees are paid in full or monthly instalments continue to be paid until the course fees are cleared. This will allow for a return to complete the course at a future date at no additional cost.**

**Student Awards Agency for Scotland (SAAS Funding)**

ACT Counselling Services are registered for SAAS funding and if you meet the eligibility criteria below you may get money paid towards your course fees:

* Are resident in Scotland
* Meet the general residence conditions and
* Earn less than £25,000 per year and can provide evidence of this.

Further information for part time funding grant from SAAS: <https://www.saas.gov.uk/part-time/postgraduate>

If your application is successful SAAS will pay approx £402 towards your COSCA Course fees.  Your funding will be paid directly to ACT and deducted from your total fees.

If you think you are eligible for funding, please apply directly to SAAS via their online application service.

**Are you applying for SAAS**

**Yes □**

**No □**

Help filling in your SAAS application-

We are the training provider so you can select **ACT Counselling Services Ltd** from the droplist.

The course title is **COSCA Counselling Skills Certificate** and there is another dropbox course type which is **SCQF Level 8 course**.

SCQF Credits **COSCA Course is 40 credits**.

Please send us a copy of your award letter once you have received this from SAAS and we can recalculate your monthly payments.