



GUIDELINES FOR RE-APPLICATION / RE-SUBMISSION / APPEAL* *For applicants who commenced their Diploma training in or after Sept 2017*

If an application is unsuccessful, the following procedures are available:

1. Re-Application

Where an application has not met specific criteria, a substantial amount of time for reflective practice, and/or further training may be required. A completely new application may be made at a later date.

2. Re-Submission

Where an application has not met specific criteria and the applicant can give sufficient evidence to demonstrate that the specified criteria have been met, a re-submission may be made. (NB: only one re-submission per applicant is permitted.)

Re-submissions must be made within three months of the date of the Registrar's letter requesting a re-submission. A fee of £50 is payable.

When making a re-submission, the applicant is required to submit **4 copies of new, additional** evidence to support the criteria on which they were unsuccessful. A covering letter from their supervisor confirming current and on-going counselling work and supervision arrangements should be included with each copy of the additional evidence. If an applicant is submitting a new Case Study, their supervisor should confirm that it is representative of their work.

3. Appeal

An applicant has the right to appeal against the decision if they consider that their application has not been assessed fairly and properly in accordance with the published material. The grounds must be clearly and specifically stated with reference to:

- a) the data provided *and*
- b) the reasons for turning down the application given in the Registrar's letter.

New information may not be provided but the applicant may make relevant comment and argument to support their appeal. Such comment should not exceed 600 words. Letters of support from third parties are not admissible.

The original application together with the grounds for appeal will be read by the Appeals Panel whose decision is final.

Appeals must be made within two months of the date of the Registrar's letter. A fee of £30 is payable.