

KCL Application Guidance

Postgraduate Certificate in Child and Young Persons Psychological Wellbeing Practice

All applicants to the Children's Wellbeing Practice Programme will be required to undertake Postgraduate Certificate level training at Kings College London alongside a work placement.

Please note that you will need to submit an application form to Kings College London for a place on the Postgraduate Certificate in Child and Young Persons Psychological Wellbeing Practice **in addition** to the job application that you make to the relevant Service.

University applications close **on 2nd December at 23.59 pm**. However, it is strongly advised to submit an early application to prevent the delay of a decision. Applications take approximately 4-6 weeks to assess.

On successful entry to the programme, all trainees will be required to attend teaching for up to three days per week for one year. The programme takes a blended learning approach, so some of this teaching is online and some face to face small group workshops and seminars. Assessment on the programme will comprise of a combination of written, oral and video assessments. On successful completion of the course, students will graduate with a Postgraduate Certificate in Child and Young Persons Psychological Wellbeing Practice.

Entrance Criteria

Applications to the programme will be reviewed against the following criteria:

- A minimum of a second-class Bachelor's degree from a UK university or an overseas qualification of an equivalent standard in a relevant subject (e.g. psychology)
- Motivation to undertake and complete the course
- If your education has not been conducted in the English language, you will be expected to demonstrate evidence of an adequate level of English proficiency. Further information can be found on our English language requirements page at <https://www.kcl.ac.uk/study/postgraduate/apply/entry-requirements/english-language.aspx> The English language requirement for this programme is Band D.

Please note that applications will not be considered from applicants who are formally registered (or re-sitting examinations) for another programme of study at KCL or any other Higher Education Institution.

Making an application at KCL

It is essential that you read the information below carefully prior to completing the application. It contains important information and instructions for successful completion of the application.

Please be sure to complete all the sections of the form with all relevant information (all questions with a red asterisk next to them are mandatory and you will not be able to submit without answering these).

Please click on the following link to apply to KCL online: <https://apply.kcl.ac.uk/> (Please use either Google Chrome or Firefox as your browser. The application portal is not optimised for Internet Explorer).

You will need to register an account and login to create a new application or log in to an existing account.

The screenshot shows the King's College London Apply portal homepage. The page is divided into two main sections. On the left, under the heading 'Thinking of applying to King's?', there are links for 'Students applying via UCAS or UCAS TT', 'If you haven't received an email then please click on 'Forgotten password' on the right and enter the information requested.', 'If you are still having issues please contact us using our enquiry form.', 'Thinking of applying? Check our online prospectus. Read our FAQs for postgraduates and undergraduates.', 'Meet us at an event - We have events for postgraduates and undergraduates.', 'International students - Find out if King's is visiting your country or if we have an office in your region.', 'Apply for a scholarship - Find out more about our undergraduate and postgraduate funding opportunities.', 'English Language Centre - Find out more information on our website and make an application on King's Apply.', 'Summer Programmes - Find out more information on our website and make an application on King's Apply.', 'Students who have applied to King's previously - If you can't remember your password please use the 'Forgotten password' page. If you no longer have access to the email account you previously registered with, please let us know using our enquiry form and we will be able to advise.', 'OS and browsers supported by King's Apply - PC: minimum - Windows 7, browsers: Mozilla Firefox (25.0.1 or newer), Chrome (35.0.2025.16 or newer), Internet Explorer (11.0.9600.16057 or newer); iOS: minimum - iOS 10.3, browser: Safari (602.1 or newer); Android: minimum - Android 5.1.1, browser: Chrome (35.0.2025.16 or newer). Users on older systems or browsers than those listed above may experience issues while using King's Apply. For the best experience we recommend using the full format desktop layout.' On the right, under the heading 'Login to King's Apply', there is a login form with fields for 'Username (email address)' and 'Password', and buttons for 'Login', 'Register an account', and 'Forgotten password?'. Below the login form is a 'Pre-sessional English Calculator' section with a brief explanation and a button to 'Pre-sessional English Calculator'.

Click on 'New Application' in the menu bar at the top of the screen. You should then search for *CYP Psychological Wellbeing Practice PG Cert (part-time)*. As you type, a drop-down menu will appear - click on the relevant option.

The screenshot shows the 'Choose a Programme' page on the King's College London Apply portal. The page has a navigation bar at the top with links for 'Homepage', 'New Application', 'About Us', 'Contact Us', and 'FAQ'. The main content area is titled 'Choose a Programme' and includes a search bar with the text 'CYP Psychological Wellbeing Practice PG Certificate (part-time)'. Below the search bar, there are filters for 'Programme Type' (set to 'All'), 'Keywords', and 'Criteria'. The 'Criteria' section has dropdown menus for 'Faculty Name', 'Award Type', and 'Study Mode'. A 'Search' button is located at the bottom right of the search area. On the right side of the page, there is a 'Help' section with a 'Searching for a programme' heading, explaining that the search is based on keywords and that users should check the online prospectus. It also includes a 'Note for applicants to research engineers' and a 'Select a start date' section. At the bottom, there is a 'King's Approved Agent, King's Partner or Study Abroad coordinator' section.

This will take you to a screen asking you to select a start date - you will need to click on the checkbox selecting **January start** month and click Save. (This window also asks whether you are applying via a King's Approved Agent, King's Partner or Study Abroad coordinator - the default answer *No* ought to be selected.)

Getting Started

You are about to start an application to the:

CYP Psychological Wellbeing Practice PG Cert (Part-time)

Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator? ☐ No

Please select a start date / week commencing date from the options below: *

Start Date / Week Commencing Date	Start Date / Week Commencing Date
30 September 2019	24 January 2020
Deadline for OVERSEAS	Deadline for OVERSEAS
30 August 2019	25 October 2019
Deadline for HOME/EU/HOME ISLANDS	Deadline for HOME/EU/HOME ISLANDS
30 August 2019	02 December 2019

If you have questions regarding the course/job or application process please use the following contact details:
 cyp-lapl@kcl.ac.uk
 020 7848 5096

English Language Requirement

This programme has a English language requirement. Full information about the tests we accept for entry to postgraduate programmes can be found [here](#). Follow the links on the page for information about the specific English language requirements for English Language Centre programmes.

Based on the IELTS test scoring system, this programme requires that successful candidates achieve the following level of English before enrolling. Successful applicants' offer letters will include information about when they must have achieved this standard.

- Overall: 6.5
- Listening: 6
- Speaking: 6
- Reading: 6
- Writing: 6 -

Save & Next

The application form requires that you identify the source of funding for your study. Please select **6. Other**; *Organisation Name* should be 'Health Education England' and *Organisation Type* should be 'Public body'.

Funding

How are you planning to fund your tuition fees and living expenses for the duration of your study

1. Your own means
2. Your Family
3. Your Employer
4. A grant awarding body (e.g. UK Research Council, Ministry of Education, British Council award etc.)
5. I am applying for a funding award or scholarship administered by King's College London. (Please read the application instructions for your chosen scholarship carefully to ensure whether you need to submit a separate application form for the funding.)
6. Other

☒ 6. Other

Organisation Name: Public Health England

Organisation Type: Public Body

File Upload

Document Category (only required if adding an attachment): -Select-

Upload a file

Attached document (optional): (Maximum upload file size: 3MB)

Save & Next

Choose a Programme

Personal Information

Education

Employment History

Supporting Statement

References

Funding

Check and Submit

Help

Please tell us how you plan to fund your studies

Sponsored students

If you are a sponsored student, or are applying for funding for your studies, let us know here. We will require official documentation confirming sponsorship arrangements or funding arrangements as soon as you receive this.

Want to apply for funding?

Please visit the [Graduate Funding database](#) for details of funding opportunities based on criteria such as area of study, nationality and type of study. The Graduate School at King's also offers funding awards.

Additional guidance

Answers to Frequently Asked Questions can be found at:
<http://www.kcl.ac.uk/study/postgraduate/apply/faqs.aspx>

Personal information

Including personal details, contact information, equal opportunities and fee status

Education

Please provide details and a **scan of your degree certificate** that confirms the classification awarded, if your certificate does not include the classification, please provide an official final transcript.

Employment history

Please enter your employment history; a CV is not required for the programme application, as it will have already been provided for your job application. Similarly, **references are not required for your university application.**

Personal Statement

As part of your online application, we would like you to write a personal statement of up to 1000 words.

- Please include:
 - Your name
 - The service that you are applying to alongside this application
- Why you would like to do this course?
 - Personal motivation
 - Career relevance
- Describe any relevant experience you have in the field.
- How would you cope with the academic demands of the course?

Final check

Carefully check your application before clicking 'Submit.'

Interviews

Upon submission of your two applications, your job application will be considered, and you will be informed of whether you have secured an interview. The interview will consist of questions from the service and from the University and the final decision on your application will be made by the employer and the university in collaboration.

Queries

If you have any queries **before** submitting your university online application at KCL, please contact the KCL admissions office:

admissions-query@kcl.ac.uk

Once submitted, please direct queries about your application, please direct queries to the messaging system on King's Apply. This will allow your query to go direct to the team managing your application.

If you have **any queries relating to the academic course at KCL**, please contact the CYP IAPT office:

cyp-iapt@kcl.ac.uk

We are unable to answer any queries relating to your job application. Please contact the service/organisation you applied to directly.

Disclaimer

In order to process your application to this programme, King's College London (the College) will collect, hold and process the personal data that you supply on the application form via the admissions portal "King's Apply". It is essential for us to do so in order to manage our operations

effectively and provide you with teaching, research and administrative support. Applications will be shared with the other organisations that provide the training and recruitment initiative, including the Institute of Psychiatry, Psychology & Neuroscience at King's College London (KCL), Royal Holloway, MIND, Addaction and the NHS Trust or Trusts that you have chosen in your application. By completing and submitting your application form you are agreeing that the College can process and share your data in this way. Applicants should note that the College will retain information on unsuccessful applications for statistical and audit purposes and in the event of a complaint or appeal.

All personal data will be processed in compliance with the General Data Protection Regulation and college policy.